George Brown
The City College

GEORGE BROWN CONTINUING EDUCATION

81/82

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George Brown
The City College

George Brown College is located in the heart of the City of Toronto. It offers all the advantages of city life including good public transportation, and access to entertainment and cultural activities. The College's wide range of programs and services reflects the diversity of the city itself.

Over 50,000 full- and part-time students register with George Brown College each year. About half come from Toronto. The other half are drawn from the rest of Ontario and overseas.

George Brown College
of Applied Arts and Technology
Box 1015, Station B, Toronto
Ontario, M5T 2T9

Part-time programs commencing September 1981

For information, telephone 967-1212

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Facilities

After many years of moving in and out of temporary premises and the construction of new buildings, the College has now settled into five main campuses, all located in the Inner City.

Cese Loma Campus, at 160 Kendal Avenue, opened in the fall of 1973. It houses most of the construction technology programs and has been specially designed so students can study its construction. Allied Health Auxiliaries, Jewellery Arts, and Ceramics programs are also located at this campus.

St. Jemas Campus is located on the north side of King Street between Jarvis and Sherbourne. The historical building dates back to 1874, when the first segment was built by Christie-Brown Bakery Company. When the College took it over in 1971, the building was completely gutted inside, and rebuilt to modern specifications. The attractive exterior has been completely restored. It now houses programs in Electronics, Business, Graphic Arts, Nursing and Dance.

Kansington Campus, at 21 Nassau Street is located in the heart of one of Toronto's most interesting ethnic areas. The famous Kensington outdoor market is just steps away. Kensington Campus has programs in Food and Fashion Technology and Community Services.

College Campus on the south side of College Street west of Bathurst, is a short walk from Kensington. It houses the Language Training Centre and the Industrial Training Division.

Nightingale Campus is located at 2 Murray Street, just west of University Avenue on Elm Street. All post-diploma Nursing and Community Services programs are conducted there.

In addition to these five main campuses the College has a Theatre Arts building at 530 King Street East, a Driver Training facility at Polson Pier.

Courses and Programs

Full-time The main purpose of all full-time programs at the College is to provide students with a combination of marketable skills, education and realistic expectations that will prepare them for a highly-competitive job market.

Advisory boards consisting of college staff, senior students or graduates, and representatives from business and industry meet at least twice a year. Their input helps keep programs relevant and allows the College to adapt its programs to changing needs.

Full-time students at the College fall into three categories: those enrolled in two and three-year programs that require high-school graduation; those taking "short" programs of three weeks to one year, usually requiring Grade 10, and apprentices involved in trades training ..men and women required to take a prescribed number of weeks classroom training each year as part of their apprenticeship.

While the College does not publish a traditional full-time calendar, details of full-time programs may be obtained from the Information Services Department by calling 967-1212 extension 591/2/3 or 4.

Many full-time students are drawn to the College by two- and three-year programs unique to George Brown College.

Provincially Unique Programs

- Acoustics Technician
- Addiction Counsellor
- Apparel Management
- Clinical Methods in Orthotics Prosthetics
- Commercial Ceramics
- Court Reporting
- Culinary Management
- Dance Training
- Dental Technician
- Denture Therapist
- Fitness Instructor
- Mechenical Engineering Technician (Building Services Drafting)
- Orthotic Prosthetic Techniques
- Physical Distribution
- Piano Technician
- Residential Construction Management
- Watchmaking
- Word Processing

Others come to the College to take programs in which six semesters' work is studied in two years. These programs would normally take three years to complete. But a 45-week academic year allows students to graduate one year earlier than usual.

"Three-in-two" Programs

- Electronic Technology
- Electrical Technology
- Instrumentation Technology
- Survey Technology

Information and application forms for two- and three-year programs are available at high school guidance offices, or directly from the College.

Exceptions to the usual grade 12 entrance requirement are sometimes made for mature students (over 19) who show ability to succeed. College preparatory programs are also available for adults who wish to upgrade their academic qualifications for admission to college programs.

Short Programs Application for Manpower, skill-training programs — three weeks to 52 weeks long — must be made through the applicant's local Canada Manpower office. Some programs have a limited number of "open seats" for fee-paying students, but availability varies from program to program.

Apprenticeship Application for apprenticeship is made through the Industrial Training Branch of the Ministry of Colleges and Universities, 558 Yonge Street, Toronto, Ontario M4Y 1Y9. Apprentice must have a sponsoring employer.

Part-time In addition to full-time programs, the College offers a variety of career-related and general-interest, part-time courses. All the part-time courses listed in this calendar are taught on College premises. Most are held in the evening, one or two nights a week.

There are three major start periods: fall, winter (after Christmas), and spring. A limited number of courses are also held during the summer.

Industrial Training Division The College also has an Industrial Training division which works with business and industry to develop customized employee training programs.

Employer-Sponsored Training Employer Sponsored Training is the Ontario Government's response to the need for highly flexible training programs to meet the specific skilled labor shortages. Under the new training initiative, a Community Industrial Training Committee, representing both industry and labour, has been established for the City of Toronto to identify current and threatened local shortages of workers in highly skilled industrial trades. The Committee will also examine alternative training methods for meeting these shortages. George Brown College has responsibility for liaison between the Committee and the Ministry of Education. Training of individuals, when necessary, will be done primarily in an industrial or business setting.

Conference/Seminar Unit The Conference/Seminar Unit provides up-to-date training workshops to managers, professionals and support staff from business, industry, education, health and government. Workshop leaders are recognized practitioners in their field and provide participants with valuable hands-on learning experiences. For more information on 1980/81 programs please call the Conference Centre office at 967-1212 ext. 700.

Services

Accommodation information is posted at the Administration Building, 500 MacPherson Avenue. There is no shortage of boarding and rooming facilities in Toronto. Rates vary from $38 to $40 per week for room and board. In addition, limited accommodation is available for female students at the Nightingale Residence, 2 Murray Street.

Counselling Services are available on each campus to provide educational, vocational and personal counselling.

Health Centres on each campus are staffed by Public Health Nurses. A physician is available for consultation on an appointment basis. Services include individual health counselling, health education programs and emergency care in the case of accident or illness.

Libraries for study and leisure reading, operate at Casa Loma and Kensington Campuses from 0800-1800 hrs., Monday to Thursday, 0800-1600 hrs., Fridays; at St. James from 0800-1900 hrs., Monday to Thursday, 0800-1700 hrs., Fridays; at Nightingale from 0800-1600 hrs., Monday to Friday. Library hours are shorter during the summer months.

Campus Placement Offices provide career planning and employment search information and maintain contact with potential employers on behalf of graduates. Permanent, part-time and summer employment opportunities are posted on bulletin boards at each Placement Office.

Parking and transportation There are limited parking facilities available at or nearby each of the campuses. Students are encouraged to use the Toronto Transit Commission system which serves each campus well. Reduced fares are not available to part-time students on either the TTC or GO Transit.

Athletic Activities are co-ordinated from the office at the Casa Loma Campus gymnasium. The emphasis is on intramural and recreational activity. A limited number of teams participate in the provincial inter-college league. There are gymnasia at Kensington, St. James and Casa Loma Campuses.

Room Location Each campus has a slightly different room numbering system with the first character indicating either the building or the floor. Guidance should be sought from the Campus Admissions or Principal's Offices.

Financiel Assistance. Applicants for admission to post-secondary programs who are Canadian citizens or landed immigrants, having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan. Students in part-time programs are eligible to apply for assistance. Further information and application forms are available at the Student Services Office of the College, 500 MacPherson Avenue.

Note: These services are not usually available for students in part-time continuing education courses. However interested students should contact the appropriate service during regular office hours for assistance or special arrangements.

Information and Registration Instructions

Application/Registretion Application may be made by mailing the form included in this calendar accompanied by the total course fees to the appropriate Campus Admissions Office.

Because many courses described herein are very popular and because enrolment is often limited, application should be made as much in advance of the listed start date as possible to ensure a place. Mail-in forms should be received at the College at least two weeks prior to the start date. In-person registration is strongly recommended. Applications are treated on a first-come-first-served basis.

Registration Locations Candidates are expected to register at the campus conducting the course as indicated in each course description even though more than one campus may be involved for an individual choosing two or more courses.

Locations of the campuses are as follows:

College Campus
507 College Street
Tel: 967-1212, ext. 305 or 306
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Case Lome Campus
160 Kendal Avenue
Tel: 967-1212 ext. 404 and 405
Office hours:
0730-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Kansington Campus
21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609
Office hours:
0730-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

St. Jemes Campus
200 King Street East
Tel: 967-1212, ext. 549 or 510
Office hours.
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Nightingale Campus
2 Murray Street
Tel: 967-1212
Office hours:
0830-1630 hrs.
(Monday to Friday)

Summer hours during June, July and August for offices at all campuses are 0730-1800, Monday to Thursday and 0730-1630 on Friday. Except College Campus which opens at 0800 hrs.

Samasters/Stert Detas
Part-time course offerings are grouped into three main periods or semesters during the academic year although not all courses start according to any specific schedule. Consult course descriptions for actual start dates.
Fall semester begins September 14
Winter semester begins January 18.
Spring/Summer semester begins April 26.

Tuition Fees/Income Tax Receipts Tuition fees are listed for each course as "Fee". The pink receipted copy of the registration form bearing a cash register imprint is your official receipt for income tax purposes and admit-to-lectures card. Please retain it carefully since no duplicates will be issued under any circumstances.

Mail-in applications will be processed only if the total fee is included. Receipts will either be returned by mail or handed-out in class. Your cancelled cheque is your temporary receipt.

No notification of acceptance of mail-in registrations will be made.

Registration Fee A registration fee of $5 is included in the tuition fee and is **non-refundable** except in the case of course cancellation by the College.

Matarials Fee Some courses have an additional charge levied for materials used in the course or retained by the student. This fee is not eligible for taxation deduction purposes and must be paid with the tuition fee at application or registration.

Foreign Students Foreign students will pay double the published tuition fee. They must obtain permission from the Registrar and a Student Authorization to attend any course.

Mathod of Paymant Fees may be paid by cash, VISA card, cheque or money order payable to: GEORGE BROWN COLLEGE. Cheques should not be post-dated.

Candidates must pay their own fees in advance of the start date of classes even though they may be reimbursed by a third party. The College will not bill outside agencies for individual part-time courses. Registration is not complete until all fees are paid.

Senior Citizens Candidates who have attained the age of 65 on or before the start date of the course will pay only the $5 registration fee and any applicable materials fees for any course in this calendar. They must register as usual by mail or in person.

Rafunds Refunds may be requested in person or in writing at the Campus Admissions Office **before the third schaduled maating of the class.**

No request for refund will be entertained without surrender of the official pink receipt.

The $5 registration fee is non-refundable except where the course is cancelled by the College.

A charge of $5 per scheduled session of the course to a maximum of $10 will be deducted depending on the date the refund was requested and irrespective of whether or not the candidate actually attended classes.

Refund cheques will be mailed within two weeks. Cash refunds or credits are not allowed.

In some courses with especially high materials fees a prorated deduction based on estimated consumption during the sessions attended will be subtracted from any refund of fees.

Coursa Cancallations/Changes The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the college reserves the right to cancel or change any of the particulars of course offerings without notice.

A full refund will be made if a course section is cancelled and every effort will be made to contact registered students in advance.

Class Cancellations/Collaga Closings In the event of inclement weather, emergencies or other circumstances beyond the College's control that force cancellation of classes, announcements will be broadcast on radio stations C.B.L. (740) and C.F.R.B. (1010).

Minimum Enrolments The College reserves the right to cancel any class for which registration or attendance has dropped below the required minimum and to suspend or combine during the session any classes or sections in which attendance falls below the minimum.

Changes of Course/Transfers Request for course changes or transfers will be accepted only if made prior to the third scheduled class, accompanied by the official receipt and if there is space available in the desired class

Transfers will be considered a withdrawal from the first course and registration in the second. Thus the $5 registration fee from the first course is forfeit and full fees will be charged for the second.

Prerequisites Candidates are advised that many of the courses listed require considerable related experience or proof of successful completion of previous courses. Prerequisites stated are firm and are the minimum requirement.

Part-Time Studies During the Day Under certain conditions, enrolment in regular day classes of some subjects is possible although the regular continuing education program is essentially confined to the evening. For further information call 967-1212 before 3 p.m. and ask for the Chairman's Office for the relevant subject area. Inquiries may also be made at the Campus Admissions Office.

Certification Some courses may be combined with others in this calendar to earn successful candidates a variety of certificates issued by the College. These are clearly outlined in the preamble of the relevant section.

In addition, some courses lead to certification or accreditation by external professional or licensing bodies. Applicants should direct any questions to the Admissions Office at the time of registration.

Courses in the Community Services division may be accumulated for credit towards both certificate and post-secondary diploma programs.

In addition, certain other courses may be allowed for academic credit with the prior approval of the departmental chairman of the relevant full-time program.

Academic Credit/Grading Wallet-sized grade report cards are mailed to all registrants within approximately one month of the scheduled course termination date

Actual letter grades are issued for many courses while others are marked on a PASS/FAIL system or elicit a COMPLETED/INCOMPLETE status indicator on the grade report.

Text Books and Supplies Text books and supplies for all part-time courses may be purchased at the individual campus bookstores. These stores are open in the evening for approximately two weeks at the beginning of each semester. For information ask your instructor or call the College at 967-1212 and ask for your campus bookstore.

Financial Aid Students who are enrolled in part-time courses which may be credited toward a Ministry approved diploma or certificate program may be eligible for financial assistance. For complete details please consult the Financial Aid Office at 967-1212, extension 235.

0001 — 12:01 AM
0100 — 1:00
0200 — 2:00
0300 — 3:00
0400 — 4:00
0500 — 5:00
0600 — 6:00
0700 — 7:00
0800 — 8:00
0900 — 9:00
1000 — 10:00
1100 — 11:00
1200 — 12:00 noon

1300 — 1:00 PM
1400 — 2:00
1500 — 3:00
1600 — 4:00
1700 — 5:00
1800 — 6:00
1900 — 7:00
2000 — 8:00
2100 — 9:00
2200 — 10:00
2300 — 11:00
2400 — 12:00 midnight

ARCHITECTURAL

Air Conditioning

Air Conditioning
Design I **AIR 900**

Wednasday, 1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $100.00

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Start date:
Septamber 30, 1981

Air Conditioning
Rasidantial and
Small Commarcial **AIR 905**

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Start datas:
Septembar 28, 1981
February 1, 1982.

Pnaumatic Controls **AIR 907**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
October 1, 1982

Appliance Servicing

Appliance Servicing
Part I
(Electrical Fundamentals
and Rangas) **AP 903**

Tuasday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start datas:
September 29, 1981
January 19, 1982

Appliance Servicing
Part II
(Domestic Refrigaration) **AP 904**

Tuasday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start dates:
Septambar 29, 1981
January 19, 1982

Appliance Servicing
Part III
(Laundry Equipment) **AP 905**

Monday and Wednasday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start date:
September 28, 1981

Carpentry

Cabinet Making
Elemantary **CAR 900**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Course Content: This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making. Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date:
September 29, 1981

Carpantry for the
Homaowner — Basic **CAR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but efficient carpentry work.

Start dates:
October 1, 1981
January 21, 1982

Carpantry for the
Journayman **CAR 902**

Wednasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: Employment in the carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start date:
Septamber 30, 1981

Construction

Principles and Tasting
of Concrata Matarials **CO 914**

Thursday
1900-2200 hrs.
60 hours
Fee: $65.00

This course has been prepared for persons who intend to work in engineering laboratories and for those who are presently employed in those sections of the construction industry where a sound knowledge of concrete is essential.
Course Content: Mineral aggregates: CSA test — moisture content, sieve analysis, sampling aggregates, scratch hardness. Portland cement: History, manufacture and types of Portland cement. Principles and testing of concrete: mix design, air-entrained concrete, slump test, air test, cylinder test, beam test, production, batching, mixing, delivery, additives, joint responsibility tools for placing and finishing, concrete slabs, placing concrete, curing concrete.
Note: All testing is in accordance with CSA specifications.

Start date:
October 1, 1981

ARCHITECTURAL

Drafting (Architectural)

Architectural Drafting —
Part 1 **DR 900**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Start dates:
Septamber 28, 1981
January 25, 1982

Architectural Art and
Prasentation —
Part 1 **DR 902**

Monday and Wednesday
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 19, 1982

Blueprint Reading for the
Construction Trades **DR 931**

Monday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation. Introduction to metric drawings.

Start datas:
September 28, 1981
January 25, 1982

Drafting (Engineering)

Blueprint Reading
for the
Welding Trada **ENDR 572X**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols.

Start date:
September 29, 1981

Tachnicial
Drawing — Part 1 **ENDR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Start date:
October 1, 1981

Process Piping Drafting —
Part I **ENDR 903**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Start date:
September 30, 1981

Process Piping Drafting
Part II **ENDR 929**

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $90.00

Prerequisite: Successful completion of ENDR 903.
This course will enable the student to apply the basic principles learned in ENDR 903 to a piping project and study in more detail design features involved in a typical project.
Course Content: The student will complete a typical piping project, making layouts, system detail drawings, hanger locations, and necessary schedules and bills of materials.

Start date:
March 17, 19B2

Blueprint Reading for
Machina Trades **ENDR 910**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

The aim of this course is to provide tradesmen with a basic understanding blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start date:
Septambar 29, 19B1

Blueprint Reading for
Millwrights —
Part 1 **ENDR 912**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The three-view drawing system. Principal views and single auxiliary views. Freehand sketching. Basic dimensioning principles. The study of blueprints typical of the trade.

Start date:
Septambar 29, 1981

Blueprint Reading for
Millwrights —
Part 2 **ENDR 913**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading.
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start date:
September 29, 1981

ARCHITECTURAL

Heating

Werm Air Heating and Air Conditioning **HT 900**

Wednesday, 1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $100.00

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Start date:
September 30, 1981

Gas Fitter II **HT 907**

Monday and Wednesday, Tuesday and Thursday, 1900-2200 hrs. and 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II License examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressures), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Start dates:
September 28 and 29, 1981
February 1 and 2, 1982

Gas Fitter I **HT 910**

Monday and Wednesday, Tuesday and Thursday 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

Prerequisite: Permanent Gas Fitter II Licence.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start dates:
September 28 and 29, 1981
February 1 and 2, 1982

Solar Heating Techniques **HT 911**

Thursdey, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $75.00

Prerequisite: Employed in heating or related area.
Course Content: Fundamentals, solar radiation, solar collectors, heat storage, systems and controls, system sizing and costing.

Start date:
October 1, 1981

Oil Burner II **HT 913**

Monday and Wednesdey 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Start dates:
September 28, 1981
February 1, 1982

Energy Management for Commercial Buildings **HT 914**

Monday
1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $35.00

This course provides a basic background in the techniques of energy management for commercial buildings.
Course Content: Introduction to energy cost, fundamentals and application of energy auditing, preventative maintenance techniques associated with energy management, quick fix and retro fitting, introduction to computerized control.

Start date:
September 28, 1981

Basic Electricity and Controls for Heeting and Air Conditioning **HT 915**

Wednesday
1830-2130 hrs.
Cese Lome Campus
60 hours
Fee: $65.00

This course provides a basic electrical and controls background for students entering the heating and air conditioning trades.
Course Content: Fundamentals of voltage, current and electrical resistance; Ohm's Law and the Law of Electrical Power, electrical circuits (series and parallel), electrical measurement and testing, electromagnetism and electro-magnetic equipment (relays, circuit breakers, etc.), introduction to alternating current, transformers, electric motors (operation and testing), electric wiring diagrams as applied to simple heating and cooling systems, principle and operation of the temperature controls, thermostats, limit controls, pressure controls, simple heating and cooling control systems.

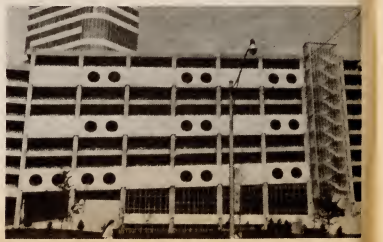
Start dete:
September 30, 1981

Propane Cerburetion (Automotive) **HT 918**

Monday, Wednesday and Friday 1900-2200 hrs.
Cesa Lome Campus
15 hours
Fee: $35.00

Course Content: Propane containers and fittings, approved transfer hoses, required approved components, liquid solenoids, vacuum switches, vaporizers, regulators, air horns, adapters for straight conversion, dual fuel conversion for "over-the-road" vehicles.
Note: Based on demand, other classes at a later date will be scheduled.

Start dete:
Septembar 14, 1981



Propane Gas **HT 919**

Monday and Wednesdey, 1900-2200 hrs.
Casa Lome Campus
90 hours
Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" Licence examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Start dates:
Septembar 28, 1981
February 1, 1982

Masonry

Bricklaying **MAS 900**

Tuesdey and Thursday 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $90.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start date:
September 29, 1981
January 19, 1982

ARCHITECTURAL

Plumbing

Plumbing Basic **PLUM 900**

Monday and Wednesdey 1900-2200 hrs.
Case Lome Cempus
60 hours
Fee: $90.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings.
Course Content: measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start date:
October 6, 1981
January 18, 1982

Plumbing Quelification **PLUM 902**

Tuesday and Thursday 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $90.00

Persons eligible to write the Provincial Certificate of Qualification require to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start dates:
September 29, 1981
January 19, 1982

Plumbing Design and Installation **PLUM 904**

Tuesday and Thursday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $90.00

Prerequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start dete:
September 29, 1981

Plumbing Repair and Installation for the Homeowner **PLUM 905**

Monday and Wednesday 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $40.00

Course Content: Repair and installation of ball cock valves, sink and basin faucets, common plumbing fixtures, clearing of stoppages, joining of copper, cast iron and A.B.S. Plastic piping and steel pipe, domestic hot water tanks and valves, septic tanks, permits and inspections.

Start dete:
October 5, 1981

Refrigeration

Refrigeration — Part I **REF 900**

Tuesday and Thursday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $90.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start dates:
Septembar 29, 1981
Jenuery 19, 1982

Refrigeretion — Part II **REF 911**

Monday and Wednesday, 1900-2200 hrs.
Case Lome Campus
90 hours
Fee: $130.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contactors) and motor overload protection, heating and cooling thermostats and trade safety.

Start dates:
September 28, 1981
Febuery 1, 1982

Refrigeration — Part III **REF 902**

Tuesday, 1830-2130 hrs.
Cese Lome Campus
90 hours
Fee: $130.00

Prerequisite: REF 901 or REF 911.
Course Content: Roof top condensers; piping systems, chillers, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, air cleaning equipment, electronic and curtain, odour control, load calculations, commercial and air conditioning, psychrometric analysis, selection of equipment, introduction to pneumatic systems, control circuitry, trouble-shooting, safety.

Start date:
September 29, 1981

Sheet Metal

Sheet Metal Theory **SM 907**

Tuesday and Thursday 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $90.00

A concentrated course in sheet metal theory (*not pattern layout*) prepared to assist those persons who intend to write the Provincial Certificate of Qualification Examination. Due to the concentrated nature of the course, it is assumed that the students are already trained in the sheet metal trade and are primarily in need of review.

Start date:
September 29, 1981

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrolment in any of these courses does not automatically entitle the student to write Ministry examinations. It is the responsibility of the student to determine elegibility with the Ministry of Colleges and Universities.
It is recommended that Part A of each course should be completed before Part B, however, Part B can be taken concurrently with Part A.

ARCHITECTURAL

Stationary Engineer STAT 901A
1st Class — Part A

Wednesday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $140.00

Course Content: B611 — power plant applied science; B612 — power plant chemistry; B617 — power plant statics and fluids.

Start date:
September 30, 1981

Stationary Engineer STAT 901B
1st Class — Part B

Monday, 1800-2100 hours
Casa Loma Campus
100 hours
Fee: $140.00

Course Content: B613 — power plant boiler auxiliary codes; B614 — power plant refrigeration and air conditioning; B615 — electrical and instrumentation; B616 — power plant applied mechanics (turbines).

Start date:
September 28, 1981

Stationary Engineer STAT 902A
2nd Class — Part A

Monday, 1800-2100 hrs
Casa Loma Campus
100 hours
Fee: $140.00

Course Content: B621 — power plant applied science; B622 — power plant chemistry; B625 — power plant electrical and instrumentation.

Start date:
September 28, 1981

Stationary Engineer STAT 902B
2nd Class — Part B

Wednesday, 1800-2100 hrs.
Casa Loma Campus
100 hours
Fee: $140.00

Course Content: B623 — power plant boiler auxiliary codes; B624 — power plant refrigeration and air conditioning; B626 — power plant mechanics (turbines); B627 — blueprint reading.

Start date:
September 30, 1981

Stationary Engineer STAT 903A
3rd Class — Part A

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

Course Content: B631 — power plant applied science; B632 — power plant chemistry; B635 — power plant electrical and instrumentation.

Start date:
September 29, 1981

Stationary Engineer STAT 903B
3rd Class — Part B

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

Course Content: B633 — power plant boiler auxiliaries; B634 — refrigeration and gas compression; B636 — power plant applied mechanics.

Start date:
October 1, 1981

Stationary Engineer STAT 904A
4th Class — Part A

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

Course Content: B641 — power plant science; B642 — power plant chemistry; B645 — power plant electrical and instrumentation.

Start date:
October 1, 1981

Stationary Engineer STAT 904B
4th Class — Part B

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $130.00

Course Content: B643 — power plant boiler auxiliaries; B644 — power plant refrigeration and air conditioning; power plant applied mechanics.

Start date:
September 29, 1981

Structural Steel

Structural Steel Drawing STR 900

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course introduces the fundamentals of structural steel design and fabrication drawing as determined by the Canadian Institute of Steel Construction standards in limit states design (SI units) and structural shop drafting (SI units).
Course Contents: Building design and construction procedure, detailing of beams, girders, columns, base plates, girts, cross bracing and other building members, bolted and welded connections, bill of materials and miscellaneous construction details.

Start date:
September 28, 1981

Structural Steel Design STR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course has been structured to meet OACETT (Technology Level) requirements using limit state design in metric units.
Course Content: Loads; forces; moments; structural systems; analysis and design; limit state design tension members; axially loaded compression members; the effective length concept; beams; beam-columns; plate girders; composite design; connections; trusses, and bracing.

Start date:
October 1, 1981

Surveying

Construction and Engineering Surveying — Part I SURV 900

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Reasonable hand-eye co-ordination for the manipulation of small parts.
This course provides the student with the fundamental techniques of construction and engineering surveying.
Course Content: History and uses of surveying; units of measurement; use of basic drafting equipment; drafting from sample field notes; distance measurement; levelling and contours; care and use of engineer's transit; preparation and interpretation of site plans.

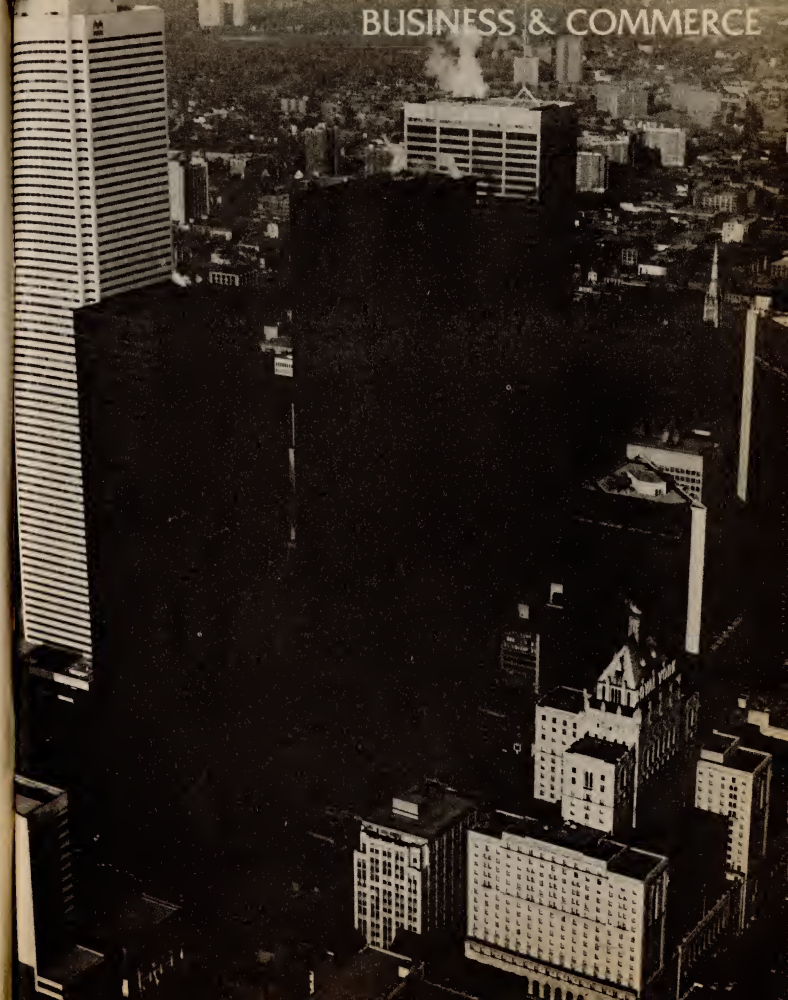
Start date:
September 29, 1981

Construction and Engineering Surveying — Part II SURV 901

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: SURV 900 or equivalent.
This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout; building layout; grades and drainage.

Start date:
January 19, 1982



Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Management**
3. **Records Menegement**
4. **Secretariel Prectice**
5. **Merketing**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Accounting
ACC 100X —
Introduction to Accounting
ACC 102X —
Accounting II
ACC 202X —
Cost Accounting I
EC 903 — Economics

Electives for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902
Business Law
EDP 900
Introduction to E.D.P.
Any other E.D.P. Course.

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Management
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Menegement
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902 Business Law
PHD 100X
Introduction to Physical Distribution Systems
BUS 101X
Human Relations
EC 903
Economics

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*

Part Time Certificete Program in Secreteriel Prectice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Coursas
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand — Theory
SHP 901**
Pitman Shorthand — Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Course — One of the Following
OMDP 902
Business Law
DIC 505X
Dictaphone
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*
***Can be waived if student attained 100 wpm in SHP 900.*

Part Time Certificete Program in Records Menegemants

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Electiva courses — Choose a minimum of two courses from the list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Forms Design
FORMS 901
Procedural Analysis

Choose a maximum of two courses from the general Business and Commerce program.

Part Time Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge.

The six-course course certificate program consists of the following:

Compulsory Courses
MARK 100X
Marketing — Introduction to
MARK 205X
Marketing Management I
MARK 904
Advertising — Introduction to
MARK 905
Retail Management — Introduction to

Elective Courses
MARK 202X
Marketing Research and Information Systems
MARK 903
Industrial Marketing
LAW 900
Marketing Law
MARK 906
Consumer Behaviour

Accounting and Bookkeeping

Accounting I — ACC 100X

Tuesday, 1800-2100 hrs.
St. James Cempus
42 hours
Fee: $47.00

This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Start dates:
September 22, 1981
Januery 19, 1982
April 27, 1982

Accounting II — ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost contol and financial planning.

Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start dates:
September 23, 1981
Jenuary 20, 1982
April 28, 1982

Accounting (Intermediate) — ACC 200X

Thursdey, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

The emphasis is on accounting from the point of view of management analysis and control. Topics include capital and debt structure of a limited company, analysis of financial statements and statements of sources and application of funds, taxes and their influence on business decisions, budgeting and its use by management for planning and control.

Start dete:
September 24, 1981

Cost Accounting — ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100 and 102, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates:
September 21, 1981
Januery 18, 1982
April 26, 1982

Auditing and Taxation — ACC 205X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income tax act and its regulations. Preparation of individual and corporate tax returns.

Start date:
Jenuery 20, 1982

Money, Banking and Finence — BUS 906

Monday, 1800-2100 hrs.
St. James Cempus
42 hours
Fee: $70.00

The purpose of this course is to examine the role of money and financial assets in the economy, as well as the operation of the banking system in Canada. The course will focus on the role of the central bank (Bank of Canada) and the influence of its monetary policy on the economy. Other topics will include the structure of the international payments system.

Start dates:
September 21, 1981
April 26, 1982

Economics — EC 903

Monday and Wednesday, 1830-2130 hrs.
St. James Cempus
90 hours
Fee: $110.00

Course Content. Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start dates:
September 14, 1981
April 26, 1982

Bookkeeping I — BOK 552X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system.

It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.

Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions, the trial balance; posting, adjustments and closing entries, accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
September 21, 1981
January 18, 1982
April 26, 1982

BUSINESS & COMMERCE

Business Management I **BUS 900A**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start dates:
September 22, 1981
April 27, 1982

Business Management II **BUS 9008**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
January 19, 1982

Stress and Time Menegamant for Menegers **BUS 911**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $85.00

Course Content: Stress is the disease of the 80's. Learning how to handle stress and make it work for you is essential to healthy coping in business and personal life. Time management, or lack of it, is frequently identified as a major contributor to stress. In a lifestyle that is constantly making demands on our time, where the only constant is change, it is essential that we recognize these demands and adjust to them in a healthful way. The interrelationships of stress and time management concepts will be explored and a model developed to facilitate learning. Participants will be introduced to a variety of relaxation and tension reducing techniques with ample class time for practice.

Start date:
September 23, 1981

Merkating **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer, marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
September 23, 1981
January 20, 1982,
April 28, 1982

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Start dates:
September 22, 1981
January 19, 1982

Marketing Management I **MARK 205X**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X, MARK 200X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start data:
January 21, 1982

Retail Advertising Copy Writing **MARK 901**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $75.00

This course was developed to enable prospective retail advertising writers to hone their talents, and to attain marketable skills.
Students will develop their own portfolio during the course, and a professional work environment will be simulated to the greatest extent possible. Upon successful completion, graduates will be able to fill permanent positions or to work on a freelance basis.
Major topics include: product research; creativity — what it isn't; subheadings and editorials; body copy; editing copy; radio writing; T.V. writing; direct mail.

Start data:
September 24, 1981

Retail Advertising Copy Writing (Advenced) **MARK 902**

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $100.00

Prerequisite: MARK 901 or comparable practical experience.
This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisements; radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.
Enrollment limited to 16.

Start data:
January 19, 1982

Introduction to Advertising **MARK 904**

Mondey, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

You may find that an ad gets your attention, but you are not quite sure way. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Start detes:
January 18, 1982
April 26, 1982

BUSINESS & COMMERCE

Introduction to Retail Management **MARK 905**

Thursday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the couse is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Start dates:
September 24, 1981
April 29, 1982

Consumer Beheviour **MARK 906**

Monday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effectson purchasing behaviour; attitudes and beliefs — can they be changed by advertisements?

Start dates:
September 21, 1981
January 18, 1982

Fundemental of Real Estate Sales **RE 907**

Tuesday end Thursday
1800-2000 hrs.
St. James Campus
28 hours
Fee: $60.00

This course is designed to meet the needs of recently licensed sales people. Its two major components are listing strategies and selling strategies.
Providing these skills which will produce commission and form the basis for a productive sales career is the main objective of this concentrated course.
Students will complete a series of workshops and assignments which will result in the ability to set achievable income goals. Each participant should be able to produce a minimum of two listings and one sale within three months following the course.
Major topics of the course are: attitudes and goal setting; controlling failure; listing techniques; basic closing techniques; prospecting.
The instructor is a practising real estate broker whose experience encompasses the whole spectrum of the real estate business.

Start dates:
September 22, 1981
November 10, 1981
January 19, 1982
March 9, 1982
April 26, 1982

Introduction to Records Manegemant RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work

Start dates:
September 23, 1981
January 20, 1982

Advanced Records Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start dates:
September 23, 1981
January 20, 1982

Forms Management RM III **RM 902**

Thursdeys, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Start dates:
September 24, 1981
January 21, 1982

Menuels Menegemant RM IV **RM 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.

Start dates:
September 23, 1981
January 20, 1982

Microfilm for Your Businass **MICR 900**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control.
As well, they will have gained and understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start dates:
September 19, 1981
January 19, 1982

Procedurel Analysis **FORM 900**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting.
There will be a number of written assignments and class exercises throughout the course, as well as a final examination (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 21, 1981
January 18, 1982

BUSINESS & COMMERCE

Forms Dasign **FORM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $80.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking, There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 23, 1981
January 20, 1982

Electronic Data Processing

Introduction to Date Processing **EDP 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
September 23, 1981
January 20, 1982
April 28, 1982

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 22, 1981
January 19, 1982

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates:
September 22, 1981
April 27, 1982

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examiniation fee of $15 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $10.

Principles and Practice of Insurance **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C subject.

Start dates:
Septembar 14, 1981
Januery 4, 1982
April 5, 1982

Insurance on Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $41.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
September 16, 1981
Januery 6, 1982
April 7, 1982

Insurance on Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $41.00

Prerequisite: INS 911, 912
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice

Start dates:
September 15, 1981
Januery 5, 1982
April 6, 1982

Insurance Against Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates:
Septamber 17, 1981
January 7, 1982
April 8, 1982

Insurence on the Person **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dete:
September 16, 1981

Insurance egeinst Crime INS 935

Tuesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start detes:
September 15, 1981
Jenuery 5, 1982
April 6, 1982

Automobile Insurance INS 914

Tuesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start detes:
September 15, 1981
Jenuery 5, 1982
April 6, 1982

Loss Adjustment and Claim Settlement INS 915

Wednesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 914.
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start detes:
September 16, 1981
Jenuery 6, 1982
April 7, 1982

Cesualty Covers INS 943

Thursday, 1730-2130 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Start detes:
September 17, 1981
Jenuery 7, 1982
April 8, 1982

Fire Prevention and Protection INS 937

Thursdey, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start detes:
September 17, 1981
Jenuery 9, 1982
April 8, 1982

Business Interruption INS 940

Monday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start detes:
September 14, 1981
Jenuery 4, 1982
April 5, 1982

Property Loss Adjustment INS 941

Thursday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start detes:
September 17, 1981
Jenuery 7, 1982
April 8, 1982

Insurance Accounts and Finence INS 916

Wednesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start detes:
September 16, 1981
Jenuery 6, 1982
April 7, 1982

Fire Hezerds INS 936

Wednesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start detes:
September 16, 1981
Jenuery 6, 1982
April 7, 1982

Bodily Injury Claims INS 932

Thursdey, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start detes:
September 17, 1981
Jenuery 7, 1982
April 8, 1982

Casualty Loss Prevention INS 938

Tuesdey, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

Course Content: Owners' landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps, elevator liability. Manufacturers' and contractors' liability.
Crime: Introduction, fidelity bonds, crome inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and valuts: robbery.

Start detes:
September 15, 1981
Jenuery 5, 1982
April 6, 1982

General Insurance Essentiels — Pert I INS 981

Thursday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $70.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
Note: No course other than INS 950B may be taken concurrently with this course.

Start detes:
September 17, 1981
Jenuery 7, 1982
April 8, 1982

Generel Insurance Essentiels — Part II INS 982

Tuesdey, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $50.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Start detes:
September 15, 1981
Jenuery 5, 1982
April 6, 1982

License Quelificetion (Generel Lines Insurance) INS 944

Tuesdey end Thursdey, 1800-2100 hrs.
St. Jemes Campus
60 hours
Fee: $100.00
(Including examinetion Fee)
Meteriels: $160.00

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff.
Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, homeowners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.

Starting dete:
September 15, 1981
Jenuery 19, 1982

Clerical and Secretarial Skills

Dictephone DIC 505X

Mondey end Wednesdey, or Tuesdey end Thursdey, 1800-2100 hrs.
St. Jemes Campus
60 hours
Fee: $65.00

Prerequisite: A thorough knowledge of business English, spelling and set-up of letters (minimum of Grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictated material recorded on belts, tapes, disks or cassettes.

Start detes:
September 21, 1981
Jenuery 18, 1982
April 26, 1982

Typewriting (Beginning) TYP 901

Mondey end Wednesdey, or Tuesdey end Thursdey, 1800-2100 hrs.
St. Jemes Campus
60 hours
Fee: $65.00
Meteriels: $10.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Start detes:
September 21, 1981
Jenuery 18, 1982
April 26, 1982

Typing Speed Development TYP 902

Mondey to Thursdey, 1800-2000 hrs.
St. Jemes Campus
64 hours
Fee: $69.00
Meteriels: $11.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start detes:
September 21, 1981
Jenuery 18, 1982
April 26, 1982

Typewriting II (Intermediete) TYP 903

Mondey end Wednesdey or Tuesdey end Thursdey, 1800-2100 hrs.
St. Jemes Campus
60 hours
Fee: $65.00
Meteriels: $20.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start detes:
September 21, 1981
Jenuery 18, 1982
April 26, 1982

BUSINESS & COMMERCE

Typewriting III (Advanced) TYP 905

Monday and Wednesday or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: 35 w.p.m. or TYP 901
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement, centering of menus, programs, announcements, business letters — different styles, placement; carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Start datas:
September 21, 1981
January 18, 1982
April 26, 1982

Word Processing I WORD 201X

Wednesday, 1800-2200 hrs.
Saturday, 0900-1600 hrs.
St. James Campus
48 hours
Fee: $125.00

Prerequisite: Grade 12 English and 50 wpm in typing, personal interview.
Course Content This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on memory typewriters as well as on CRT word processors.

Start datas:
September 23 and 26, 1981
January 20 and 23, 1982
April 24 and 28, 1982

Pitman Shorthand Theory I SHP 900A

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Faa: $77.00

Prerequisites: Grade 12 English or equivalent, 45 w.p.m. in typing
Course Content. Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start dates:
September 22, 1981
January 19, 1982

Pitman Shorthand Theory II SHP 900B

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form

Start dates:
September 22, 1981
January 19, 1982
April 27, 1982

Pitman Shorterhand SHP 906

Monday and Wednesday, 1800-2100 Hrs.
St. James Campus
84 hours
Fee: $115.00

Prerequisite: Typing at 35 w.p.m and proficiency in English.
This course is based on simplified "Classic Pitman Shorthand" but in it there are approximately 25% fewer rules
The speed potential of Shorterhand meets the requirements for secretarial positions but shorterhand is not intended for use in court reporting.
At the end of this course the student will have mastered all the outlines and short forms and will be in a position to concentrate on the speed development course SHP 901
After successful completion of both courses, the student should have no difficulty in filling general secretarial positions.

Start date:
Sapternber 21, 1981
April 26, 1982

Pitman Shorthand — Speed Devalopmant SHP 901

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Faa: $85.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus Grade 12 English or equivalent
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases, practice in transcribing notes at the typewriter in acceptable, mailable form.

Start dates:
September 22, 1981
January 19, 1982
April 27, 1982

Shorthand — Refresher Course SH 900

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
84 hours
Faa: $115.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start dates:
September 22, 1981
January 19, 1982

Data Entry Operator KP 570X

Monday and Wednesday, or Tuesday and Thursday, Saturday 0900-1400 hrs.
St. James Campus
100 hours
Fee: $105.00
Materials: $45.00

Prerequisite Grade 10 plus 35 w.p.m. in typing. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work
Course Content: Instructions on IBM Models 3742 and 5280 as well as on the UNIVAC 1900 Cade System.

Start dates:
September 21, 1981
January 18, 1982
April 26, 1982

Ontario Management Development Programs

Certificate in Business Managamant Studias (Business and Commerce)

This certificate is issued by the Ministry of Education on satisfactory completion of six courses. For information concerning the specific requirements for the certificate phone 967-1212 extension 501
The course fee includes the cost of materials.

Ontario Business Law I OMDP 902A (79-051 — 79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $85.00

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start dates:
Septembar 23, 1981
April 28, 1982

BUSINESS & COMMERCE

Ontario Business Law II OMDP 9028 (79-061-79-070)

Wadnesday, 1800-2100 hrs.
St. James Campus
30 hours
Faa: $85.00

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program.

Start date:
January 20, 1982

Human Resources Management OMDP 906 (73-60)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start dates:
September 24, 1981
January 21, 1982
April 29, 1982

Effective Supervision — Human Relations OMDP 907 (75-01)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications) It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start dates:
Septembar 24, 1981
January 21, 1982
April 29, 1982

Managemant Functions For Supervisors OMDP 900

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Modules: $15.00 each (if takan saparately)
Faa: $75.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks beginning in the fall. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate
Course Content: The role of the supervisor; Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources, Meeting management; Interviewing: An introduction; Performance appraisals; Women as supervisors and supervising women.

Start datas:
September 21, 1981
January 21, 1982
April 29, 1982

Work Study I OMDP 901A (71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Faa: $85.00

The course will introduce methods and time study. It will prepare the student for effective participation in a company work study program. It will provide a strong base on which to build experience in analysis.

Start datas:
Septamber 21, 1981
April 26, 1982

Work Study II OMDP 9018 (71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $85.00

Prerequisite: OMDP 901A Work Study I.
Second part of two-part course. Topics included are. Introduction to work measurement, principles of work management; fundamental procedures of stopwatch time study; work sampling theory and application, communications

Start detes:
January 18, 1982

Effactiva Supervision in Administration OMDP 908 (75-03)

Wadnesday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $75.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start dates:
Septamber 23, 1981
January 20, 1982
April 28, 1982

Management Approach to Credit and Collections OMDP 909 (76-02)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $75.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits

Start dates:
September 22, 1981
January 19, 1982
April 27, 1982

Managament Skills in Personnal Selection OMDP 912 (77-01)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Start dates:
September 23, 1981
January 20, 1982
April 28, 1982

BUSINESS & COMMERCE

Purchasing (73-09) **OMDP 913**

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $85.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Start dates:
September 21, 1981
January 18, 1982
April 26, 1982

How To Start a Small Business (77-10) **OMDP 914**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Start dates:
September 24, 1981
January 21, 1982
April 29, 1982

Retailing: An Introduction (77-12) **OMDP 915**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Course Content: This course is designed to familiarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start dates:
September 22, 1981
January 19, 1982
April 27, 1982

Credit and Collections (68-01) **OMDP 916**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Start dates:
September 21, 1981
January 18, 1982
April 26, 1982

Menagamant For Results (72-07) **OMDP 922**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Start dates:
Septambar 23, 1981
January 20, 1982
April 28, 1982

The ABC's of Salling (80-03) **OMDP 923**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a produce well; and what are some of the techniques of a successful demonstration.

Start dates:
Septambar 22, 1981
January 19, 1982
April 27, 1982

Inventory Managament (78-05) **OMDP 924**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

Students will learn to define and understand the role of inventory management in a firm as well as the components and composition of inventory. Participants will be able to appreciate the importance of maintaining proper inventory levels in operations and to adjust them when required. It will familiarize participants sufficiently with the concepts and systems of inventory management; to enable them to manage inventory more effectively in their own work environments.

Start dates:
September 22, 1981
January 19, 1982
April 27, 1982

Fundamantels of Financial Managamant (78-02) **OMDP 925**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

This course will enable students to understand what an Income Statment presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Start dates:
September 23, 1981
January 20, 1982
April 28, 1982

BUSINESS & COMMERCE

Internal Control for Small Business (79-09) **OMDP 926**

Thursday, 1800-2030 hrs.
St. James Campus
30 hours
Fee: $85.00

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Start dates:
September 24, 1981
January 21, 1982
April 29, 1982

Organizational Beheviour (78-10) **OMDP 927**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

The course will enable participants to understand the employee motivation towards achievement or organizational goals. It will help students to achieve the ability to perceive individual and group behaviours in an organizational perspective. It will bring to light the effects of proper usage of power, authority, and leadership. It will help students to recognize the factors directly affecting work satisfaction and performance, and it will encourage participants to modify their behaviour in order to achieve a more efficient management of human resources.

Start dates:
September 21, 1981
January 18, 1982
April 26, 1982

Forecasting: Predicting Sales and Profits (78-03) **OMDP 929**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $75.00

This course is designed to introduce and define forecasting. It will explain some of the uses and limitations of market forecasting, as well as the general importance of planning. Implications of customer demand and demand elasticity are other topics covered in the course. A clear understanding of the firm's position within it's environment and an intuitive understanding of what information to include in their checklist is another objective of this course.

Start dates:
September 24, 1981
January 21, 1982
April 29, 1982

Arbitretors' Institute of Canede

The three courses outlined below are offered on behalf of the Arbitrators' Institute of Canada.
Students should wherever possible, register at the Arbitrators' Institute of Canada Inc., Suite 1201, 45 Richmond Street West, Toronto, Ontario, M5H 1Z2: (416) 363-1642.

Arbitration I **AR8 750**

Tuesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includas course materials but not text books.)

Course Content: The Arbitration Act of Ontario, 1970, Amended, 1976; procedures at arbitration; the laws of arbitration, contracts and evidence; the expert witness; hearings and a mock arbitration; case studies; judicial review of arbitration awards. The course will focus on problems raised by the participants.

Start dates:
September 15, 1981
January 19, 1982

Arbitration II **AR8 751**

Thursdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includas coursa materials but not text books.)

Course Content: Organization meeting; review of laws of contract and evidence; the principles of commercial arbitration; the principles of labour arbitration; judicial review of arbitral misconduct. Participant will be encouraged to undertake supervised research.

Start dates:
September 18, 1980
January 22, 1980

Arbitretion III **AR8 752**

Wednesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includas course materials but not text books.)

Course Content: General introduction to the Labour Relations Act of Ontario; the certification process; unit appropriate for collective bargaining; representation votes; negotiation of collective agreement; seniority cases, discharge cases; the role of the arbitrator; simulated discharge grievance arbitration; unfair practices, certification where Act contravened, prohibited interference with formation of trade unions; the role of the Ontario Labour Relations Board General Review.

Start Detas:
September 16, 1981
January 20, 1982

Registered Industriel Accountant

The Society of Management Accountants of Ontario offers courses leading to qualification as a Registered Industrial Accountant at the St. James Campus.
Information about courses and registration kits are available at the St. James Campus.
Application for entry into the program must be made at The Society of Management Accountants of Ontario, 145 Main Street East, P.O. Box 176, M.P.O., Hamilton, Ontario L8N 3C3, (416) 525-4100.

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications for the part-time program be received by the program coordinator before June 1, 1980. Admission interviews will begin in March.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours. Third year courses on Thursday are offered between 1400-2100 hours.

The following courses must be completed in order to obtain the Diploma:

AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology of the Family

Human Growth & Behaviour — AD 101X

Wednesday, 1400-1530 hrs.
Nightingale Campus
42 hours
Fee: $70.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date:
September 16, 1981

Group Process — AD 102X

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $70.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Start date:
September 16, 1981

Pharmecology and Physiology — PHYS 104X

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date:
September 16, 1981

Basic Studies in Addictions — AD 105X

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative reponses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Start date:
September 16, 1981

Theory, Methods and Practice of Counselling — AD 106X

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $70.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date:
September 16, 1981

Ethics, Values and Professionalism — AD 208X

Thursday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date:
Jenuery 17, 1982

Human Growth and Baheviour — AD 201X

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $70.00

An extension of AD 101 with a review of personality theory and an examination of abnormal development and looks at the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start date:
September 16, 1981

Group Process — AD 202X

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $70.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date:
Saptember 16, 1981

Theory, Methods and Practice of Counselling — AD 206X

Wednesday, 1400-1530 hrs.
Nightingale Campus
42 hours
Fee: $70.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Start date:
September 16, 1981

Sociology of the Femily — SOC 207X

Thursday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start date:
Jenuery 14, 1982

Community Practice — AD 211X

Thursday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start date:
September 17, 1981

Field Work Seminar — AD 212X

Thursday, 1800-1930 hrs.
Nightingale Campus
42 hours
Fee: $70.00

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experential exercises. The opportunity for consolidation of the three years is important.

Start date:
September 17, 1981

Field Practice — AD 100X

Fee: $15.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practica — AD 200X

Fee: $15.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator.

Research & Independant Studies — AD 209X

Thursday, 1930-2100 hrs.
Nightingale Campus
42 hours
Fee: $70.00

This course provides a study of research models and their applications and the critical appraisal of research results. Students will conduct a study in a related area of special interest to them.

Start date:
September 17, 1981

Counselling Practice Leboratory — AD 107X

Wednasday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
Jenuery 13, 1982.

Social Services, Problems & Issues — AD 103X

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility: federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied

Start date:
Jenuery 13, 1982

Sociology — SOC 107X

Thursday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

A survey of the field of sociology covering culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living

Start date:
September 17, 1981.

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI280X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Human Growth and Development — CHI 161X

Wednesday, 1500-1630 hrs.
Nightingala Campus
42 hours
Fee: $70.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date:
September 16, 1981

Cering for the Disturbed Child — CHI 164X

Wednesday, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $70.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date:
September 16, 1981

COMMUNITY SERVICES

Therapeutic Activities **CHI 101X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $70.00

Students will be actively involved in demonstrations and seminars and will gain competence in programming. Emphasis will be placed on the age appropriateness and the therapeutic value of activities.

Start date:
September 16, 1981

Introductory Psychology **PSY 169X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
September 16, 1981

Introductory Sociology **SOC 171X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
Jenuery 13, 1982

Group Process **CHI 172X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $70.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date:
September 16, 1981

Interviewing and Counselling **CHI 100X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hours
Fee: $70.00

Students will study the theoretical approaches to interviewing and counselling and will be required to demonstrate specific interviewing and counselling skills.

Start date:
September 16, 1981

Childhood Psychopethology **CHI 261X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $70.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autisic, schizophrenia, etc.)

Start date:
September 16, 1981

Cering for the Disturbed Child **CHI 262X**

Wednesdey, 1500-1630 hrs.
Nightingale Cempus
42 hours
Fee: $70.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Stert dete:
September 16, 1981

Treetment Philosophies **CHI 268X**

Wednesdey, 1630-1800 hrs.
Nightingale Cempus
42 hours
Fee: $70.00

This course is an introduction to therapeutic approaches extant in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Stert dete:
September 16, 1981

Organizetionel Development **CHI 278X**

Wednesdey, 1630-1800 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context.

Stert dete:
September 16, 1981

Adolescence Role end Identity **CHI 276X**

Wednesdey, 2000-2130 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Stert dete:
Jenuery 13, 1982

Working with Femilies **CHI 272X**

Wednesdey, 1630-1800 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Stert dete:
Jenuery 13, 1982

Adolescence **CHI 275X**

Wednesdey, 2000-2130 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Stert dete:
September 16, 1981

Velues, Ethics end Professionelism **CHI 279X**

Wednesdey, 1830-2000 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Stert dete:
September 16, 1981

Integretion of Theory end Prectice **CHI 277X**

Wednesdey, 1830-2000 hrs.
Nightingale Cempus
21 hours
Fee: $40.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problem(s).

Stert dete:
Jenuery 13, 1982

Field Prectice **CHI 160X**

600 hours
Fee: $15.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program coordinator.

COMMUNITY SERVICES

Field Prectice **CHI 260X**

660 hours
Fee: $15.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Early Childhood Educetion Diplome Progrem

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 363.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.

ECE100X — Infant and Child Development
ECE101X — Health and Well Being
ECE103X — Mental Health
ECE104X — Principles of Day Care
ECE105X — Creative Expression in Childhood
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Cognitive Development
ECE203X — Planning, Management and Legislation
ECE204X — Varieties of Day Care
ECE206X — Family Dynamics
ECE207X — Parent Interviewing and Counselling
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Infant and Child Development **ECE 100X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and interrelated processes affected by both heredity and environment.

Stert dete:
Septembar 15, 1981

Health & Well Being **ECE 101X**

Thursdey, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Stert dete:
Jenuery 14, 1982

Mentel Health **ECE 103X**

Tuesdey, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Stert dete:
Jenuery 12, 1982

Principles of Day Cere **ECE 104X**

Tuesdey, 1830-2130 hrs.
Nightingale Cempus
42 hours
Fee: $65.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.
The aims and objectives of "good" day care for infants, toddlers and pre-school children will also be examined.

Stert dete:
Jenuery 12, 1982

Creative Expression in Childhood **ECE 105X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The purpose of this course is to explore the importance of the creative process in young children. Students will examine how the process is activated, how it functions and how its universal aspects have implications in the modes of learning and self-expression of the growing child.

Start date:
September 17, 1981

Storytelling end Literature **ECE 116X**

Tuesday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Stert dete:
Septamber 15, 1981

Music **ECE 117X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Stert dete:
Jenuary 14, 1982

Humen Growth and Development **ECE 200X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Stert dete:
Jenuery 12, 1982

Children with Speciel Needs **ECE 201X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Stert dete:
September 17, 1981

Cognitive Development **ECE 202X**

Thursday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $30.00

To develop a theoretical framework for examining how learning occurs. The student will be required to research and generate a program within an area of individual interest such as science, drama, etc.

Start date:
September 17, 1981

Planning Management end Legislation **ECE 203X**

Tuesdey, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Stert dete:
Jenuary 12, 1982

Verieties of Dey Cere **ECE 204X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

In this area of study, the knowledge of education of young children is directed to the various models of care for children. The contrasting philosophies for early education will be examined.

Stert dete:
September 17, 1981

COMMUNITY SERVICES

Family Dynamics **ECE 206X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start date:
Januery 14, 1982

Parent Interviewing and Counselling **ECE 207X**

Tuesdey, 1830-2130 hrs.
Nightingale Cempus
42 hours
Fee: $65.00

A survey of parent education theories with opportunities to practice techniques of interviewing, counselling, group education and community organization.

Start date:
September 15, 1981

Group Process **ECE 214X**

Tuesdey, 1830-2030 hrs.
Nightingale Cempus
28 hours
Fee: $45.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving students' understanding of group process as well as increasing their ability to work in groups as facilitators. Self-awareness, communication and effective interpersonal relating skills are emphasized.

Start date:
September 15, 1981

Movement and Drema **ECE 215X**

Thursdey, 1830-1930 hrs.
Nightingale Cempus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start date:
Jenuery 14, 1982.

Science Experience **ECE 216X**

Thursday, 2000-2100 hrs.
Nightingale Cempus
14 hours
Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences.

Start date:
Janvery 14, 1982

Lenguege end Communications **ENG 114X**

Tuesdey, 1830-2000 hrs.
Nightingale Cempus
21 hours
Fee: $30.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start date:
September 15, 1981

Introductory Psychology **PSY 107X**

Thursdey, 1830-2030 hrs.
Nightingale Cempus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres.

Start date:
September 17, 1981

Introductory Sociology **SOC 106X**

Thursdey, 1830-2030 hrs.
Nightingale Cempus
28 hours
Fee: $45.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Start date:
Jenuery 14, 1982

Field Practice **ECE 113X**

Fee: $15.00

Field Practice **ECE 114X**

Fee: $15.00

Field Practice **ECE 212X**

Fee: $15.00

Field Practice **ECE 213X**

Fee: $15.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Activity Director
Diploma Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and handicapped persons

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life.

An admission interview is required, details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 705.

Courses are offered Tuesday and Thursday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

ACT900 — Growth and Development
ACT901 — Community Resources
ACT902 — Working with the Handicapped
ACT903 — Ambulation and Exercise
ACT904 — Activity Planning
ACT905 — Use of Crafts and Hobbies I
ACT906 — Normalization and Remotivation
ACT907 — Use of Crafts and Hobbies II
ACT908 — Assessment Skills
ACT909 — Special Purpose Groups
ENG922 — Communications I
ENG923 — Communications II
FLDP900 — Field Practice
FLDP901 — Field Practice
FLDP902 — Field Practice
FLDW900 — Field Work Seminar
FLDW901 — Field Work Seminar
FLDW902 — Field Work Seminar
GERI900 — Geriatric Impairments
PDE900 — Program Development and Evaluation
PSY905 — Psycho-Geriatrics
BUS908 — Organization and Management Skills
CS900 — Coordination Skills
PSY904 — Psycho-Social Needs

Growth end Development **ACT 900**

Tuesday, 1700-1900 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Start date:
September 8, 1981

Psycho-Social Needs **PSY 904**

Tuesday, 1900-2100 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Start date:
September 8, 1981

Communications I **ENG 922**

Tuesday, 1900-2100 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

Student will consider the role of the Activity Director within the health care system. They will practice the communication techniques required to function in an effective manner within the role.
The course content will include letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director will receive major emphasis.

Start date:
September 8, 1981

Geriatric Impairments **GERI 900**

Tuesday, 1500-1700 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis.

Start date:
January 12, 1982

Psycho-Geriatrics **PSY 905**

Tuesday, 1700-1900 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression, anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Start date:
January 12, 1982

Communications II **ENG 923**

Tuesday, 1900-2100 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

Students will learn and practice those communication skills that are essential in order to work effectively with groups. One to one communication techniques, group process and empathy training will form the course content.

Start date:
Jenuery 12, 1982

Field Practice I **FLDP 900**

300 hours
Fee: $30.00

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II. Must be taken concurrently with Semester 2 courses but may be extended beyond that period.

Field Work Seminer I **FLDW 900**

Tuesday, 1400-1500 hrs.
15 hours
Fee: $20.00

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements.
To be taken concurrently with Field Practice I. The seminar will be offered in Semester 2.

Start date:
January 12, 1982

Community Resources **ACT 901**

Thursday, 1500-1700 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions. Proposal writing will be practiced.

Start date:
September 10, 1981

Working with the Handicepped **ACT 902**

Thursday, 1700-1900 hrs.
Nightingale Cempus
30 hours
Fee: $50.00

Skills that are necessary for working with the handicapped will be studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches will form the basis of the course.

Start date:
September 10, 1981

Ambulation and Exercise **ACT 903**

Thursdey, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches.

Start date:
September 10, 1981

Normelization and Remotivation **ACT 906**

Thursday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Start date:
January 14, 1982

Activity Planning **ACT 904**

Thursday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The goals, resources, assessment and implementation skills required in the conducting of effective activities will be studied in the context of appropriate activities. Topics will include: goal setting for individual clients, assessment of both human (residents, staff, volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs that will be examined will include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration will be considered.

Start date:
January 14, 1982

Use of Crafts and Hobbies I **ACT 905**

Thursday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Start date:
January 14, 1982

Field Practica II **FLDP 901**

300 hours
Fee: $30.00

A prerequisite for Field Practice III. Must be taken concurrently with Semester 4 courses but may be extended beyond that period.
See Field Practice I for description

Field Work Seminar II **FLDW 901**

Thursday, 1400-1500 hrs.
15 hours
Fee: $20.00

To be taken concurrently with Field Practice II. The Seminar will be offered in Semester 4.
See Field Work Seminar I for description.

Assassmant Skills **ACT 908**

Monday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee:

The skills of assessment of individual physical and social and emotional needs and interests will be taught. This will be followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs These skills can be practiced as a team member under professional supervision.

Start date:
Septembar 7, 1981

Organization and Management Skills **BUS 908**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee:

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Start date:
Septembar 7, 1981

Usa of Crafts and Hobbies **ACT 907**

Monday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee:

In a workshop setting students will gain further practice in the skills introduced in Crafts and Hobbies I and will practice methods of adaptation for specific handicaps as practiced by the Activity Director under professional supervision.

Start date:
Septembar 7, 1981

Progrem Development and Evelustion **PDE 900**

Monday, 1500-1900 hrs.
Nightingale Campus
30 hours
Fee:

Through a study of survey techniques, program design and program assessment the student will gain competence in the development and implementation of meaningful programs.

Start dete:
Janeury 11, 1982

Co-ordinetion Skills **CS 900**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee:

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison.

Start dete:
Janeury 11, 1982

Spacial Purpose Groups **ACT 909**

Mondey, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee:

In this advanced level course, students will have the opportunity to explore in depth the organization, function and potential of special purpose groups. A wide variety of group possibilities will be considered such as resident's councils, club for music, drama, or art, reality orientation groups and volunteer groups. These skills can be utilized under professional supervision.

Stert date:
Janeury 11, 1982

Field Practice **FLDP 902**

300 hours
Fee: $30.00

See FLDP 900 for description.

Field Work Seminar **FLDW 902**

15 hours
Fee: $20.00

To be taken concurrently with Field Practice III.

Start dete:
Janeury 11, 1982

Fostar Parent Certificata Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: It is recommended that applications be received by the Community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate.

FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Human Growth & Davelopment **FPP 900**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence.

Start date:
September 29, 1981

Child Managamant I **FPP 901**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal.
The material for the course will be drawn largely from the experience of the participating foster patents.

Start dete:
January 19, 1982

Child Menagamant II **FPP 902**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

Prerequisite: Child Management I or equivalent.
This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Start date:
January 21, 1982

Foster Perent and the Community **FPP 903**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Start dete:
October 1, 1981

Evaluetion of Fostering Skills **FPP 904**

Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program. Evaluation forms will be provided by the program coordinator.

Health Care Aida Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requiramants:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.
Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Division of Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, local 705

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communicetions **CARE 900**

Monday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $35.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start dates:
September 21, 1981
Janeury 4, 1982
March 22, 1982

COMMUNITY SERVICES

Biological Needs **CARE 901**

Tuesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $35.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Stert detes:
Septamber 22, 1981
Janury 5, 1982
March 23, 1982

Socie! and Emotional Needs **CARE 903**

Wadnesday, 1000-1400 hrs. or 1800-2200 hrs.
Nightingele Campus
40 hours
Fee: $35.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Stert dates:
Septamber 23, 1981
Jenuary 6, 1982
March 24, 1982

Clinical 1 **CARE 908**

Wednasdey, 1800-2200 hrs.
Thursdey, 1000-1400 hrs.
Nightingale Campus
80 hours
Fee: $75.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Stert datas:
September 23 end 24, 1981
January 6 end 7, 1982
March 24 end 25, 1982

Clinical 2 **CARE 909**

Thursday, 1800-2200 hrs.
Friday, 1000-1400 hrs.
Nightingala Campus
40 hours
Fee: $35.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Start datas:
Septembar 24 and 25, 1981
January 7 end 8, 1982
March 25 and 26, 1982

Clinical 3 **CARE 910**

240 hours
Fea: $20.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Start dates:
To ba arranged by coordinator.

Educational Assistant Diploma Program

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours.

EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Davelopmant **EA 900**

Tuasday, 1700-1830 hrs.
Nightingala Campus
22-1/2 hours
Fea: $33.00

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Start date:
Saptambar 15, 1981

The School and Community **EA 901**

Tuasday, 1900-2030 hrs.
Nightingale Campus
22-1/2 hours
Fee: $33.00

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Start date:
September 15, 1981

Language and Listening Skills **EA 902**

Tuesday, 1700-1830 hrs.
Nightingale Campus
22-1/2 hours
Fee: $33.00

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start date:
January 12, 1982

Progrem Skills **EA 903**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22-1/2 hours
Fea: $33.00

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Start deta:
January 12, 1982

Clessroom Practice **EA 904**

Fea: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the co-ordinator.

Advancad Course for Educational Assistants **EA 905**

Monday, 1700-1900 hrs.
Nightingala Campus
24 hours
Fee: $40.00

Prerequisite: Educational Assistant Certificate or equivalent.
Course Content: This course is designed for students who have graduated from the Educational Assistant program and who wish to attain skills and knowledge in the field of special education. Participants will be assisted in learning and applying major behavioural approaches and theories, and learning the theories about and methods of dealing with, the learning disabled and intellectually handicapped.

Start date:
Septamber 30, 1981

Life Skills Coach Training **SOC 900**

Thursdeys and some weakends
Nightingale Campus
128 hours
Fee: $250.00

Prerequisite: Prior group experience and knowledge of group dynamics; ability to make the required time commitment; pre-course interview with instructors.
This course will provide the participants with the theory, practical skills and techniques to coach a Life Skills group and to adapt the Life Skills concept to a particular population.
Life Skills is a structured group approach assisting people to acquire problem solving skills to be used in the management of personal affairs.

Start date:
September 28, 1981

COMMUNITY SERVICES

Child Abuse: Introduction **CHI 902**

Wednesday, 1900-2100 hrs.
Nightingale Campus
28 hours
Fee: $40.00

Course Content: This course will: provide students with basic background knowledge on the subject of child abuse — e.g., definitional problems, current estimates of the incidence of child abuse, and a multiple-factor model for understanding the causes of child abuse; prepare students who will be working with children and their families for their critical role in the early identification and referral of families in which abuse is suspected or deemed to be a high risk; encourage students to examine their own feelings about the subject of child abuse and to reflect on how they can respond to parents and children in a constructive way under difficult circumstances.

Stert date:
September 16, 1981

Hearing Impaired

Total Communication (Part 1) **DEAF 900**

Monday, 1700-1900 hrs. or 1900-2100 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

Course Content: An introductory course designed for those who come in frequent contact with, or work with, the deaf. The course is designed to give fluency in one-way conversation with a deaf person.
Two classes may be held depending upon enrolment. One class will commence at 1700 hrs. and complete at 1900 hrs., the other class from 1900 hrs.to 2100 hrs.

Start date:
Saptamber 14, 1981

Total Communication (Part 2) **DEAF 902**

Monday, 1900-2100 hrs.
Case Lome Campus
45 hours
Fee: $60.00

Course Content: The second part of the course is designed to give the student the ability to carry on a normal two-way conversation with deaf persons.

Stert date:
September 14, 1981

Total Communication (Part 3) **DEAF 906**

Monday, 1900-2100 hrs.
Cesa Lome Campus
45 hours
Fee: $60.00

Course Content: Development of the manual skills taught in Part II. Opportunities to practise before groups of hearing impaired people. (a) seminars, (b) meetings.
Development of the ability to convey the thought, intent and spirit of a speaker and to maintain the dignity and purity of the language of signs.

Start dete:
September 14, 1981

NOTE: For further information concerning Hearing Impaired courses phone 967-1212 ext. 433.

ELECTRO-MECHANICAL

Electro-Mechanical

Genaral Machine Shop (Upgreding) MACH 906A

Mondey and Wadnasday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fea: $125.00
Matarials: $35.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start dea:
Octobar 5, 1981

Genaral Machina Shop (Pra-Job) MACH 906B

Tuesday and Thursday, 1900-2200 hrs.
Casa Lome Campus
90 hours
Faa: $125.00
Matarials: $35.00

This basic introductory course is for people with no machine shop experience and proceeds at a slower pace than MACH 906A.
Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start dea:
Octobar 6, 1981.

Lathawork MACH 541X

Tuesday and Thursday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fea: $125.00
Materials: $25.00

Course Content: Lathe construction, operation; safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work, taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Stert dea:
Octobar 6, 1981

Machenicel Maintenance (Part I) MILL 900A

Monday, 1800-2100 hrs.
Casa Lome Campus
60 hours
Fee: $115.00
Matarials: $45.00

Course Content: Measuring tools, basic drilling, lathe and milling operations, rigging, hand tools, fasteners, levels and basic metallurgy, including heat treatment, hardening and SAE numbering system.

Start dea:
Octobar 5, 1981

Mechanical Maintenance (Part II) MILL 900B

Tuasday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Faa: $115.00
Matarials: $45.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, speed calculations, simple and compound gear trains, couplings, selection and alignment, clutches, types, application and over-riding limits, balancing, single plane and vibration, vee belts, belt drives and chain drives, plain and anti-friction bearing, identification, installation, fits and clearances.
Shop assignments include machine tool operation, and fitting bearings and aligning couplings.

Start dea:
Octobar 6, 1981

Machanical Maintanance (Part III) MILL 900C

Wednesday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $115.00
Materials: $45.00

Course Content: Basic optical alignment: two plane balancing; basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance.
Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments.

Start dea:
October 7, 1981

Numarical Control I MACH 902

Monday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matarials: $25.00
Laboratory fea: $25.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes, programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Start dea:
October 6, 1980

Numerical Controll II MACH 905

Saturday, 0900-1500 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matarials: $25.00
Laboratory fae: $25.00

Prerequisite: MACH 902 or previous part programming experience.
Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT, co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements, motion statements, motion termination.
Note: This is a practical hands-on N/C computer course which will run when enrollment is sufficient.

Start dea:
Octobar 3, 1981

Injection Moulding PL 905

Thursdey, 1900-2200 hrs.
Cesa Loma Campus
30 hours
Fee: $90.00
Matarials: $20.00
Laboratory faa: $45.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenes, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines, machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls, mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures, good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start dea:
October 8, 1981

Walding I WELD 900

Monday (Fall term)
Monday and Wednesday (Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Meteriels: $60.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Stert dates:
Septamber 28, 1981
March 22, 1982

Welding II WELD 901

Wednesday (Fall tarm)
Monday and Wednesday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $75.00
Matarials: $60.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start dates:
September 30, 1981
March 22, 1982

Walding III WELD 907

Thursday (Fall tarm)
Monday and Wednesday (Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $85.00
Matarials: $80.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults, set-up and adjustment of machine controls, techniques required for "all position" welding; control of distortion; testing of welds, practice welding of fillet and lap joints in all positions and an introduction to groove joints. Cellulose and low hydrogen electrodes will be used

Start dte:
October 1, 1981
March 22, 1982

Walding Pra-Cartification (M.C.C.R.) WELD 903

Monday (Fall term)
Tuasday and Thursday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Meterials: $80.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators' codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved

Start dates:
Septambar 28, 1981
March 23, 1982

Welding — Pipe — Uphill (S.M.A.W.) WELD 904

Saturday, 0800-1430 hrs.
Casa Loma Campus
60 hours
Faa: $120.00
Matarials: $120.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903, or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate. A pre-entry interview is required
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators; codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start dete:
October 3, 1981

Walding — Pipe — Uphill (GTAW/SMAW) WELD 906

Monday and Wednesday 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $125.00
Materials: $150.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe; recommended fits and tolerances; electrode classification and selection; testing of welds and operators, codes, setting up and adjusting GTAW equipment; tungsten electrodes, shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start date:
March 22, 1982

Welding Ornamental Metalwork WELD 909

Tuesday (Fall term)
Tuesday and Thursday (Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Matarials: $60.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing, use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start datas:
September 29, 1981
March 23, 1982

Welding Aluminum and Stainless Staal (GTAW/GMAW) WELD 910

Tuesday and Thursday 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Materials: $125.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxy-acetylene or arc welding
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment, types, sizes and uses of tungsten electrodes, types and sizes of filler wires, use of shielding gases; flow-meters, practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process
Note: This course does not include the welding of pipe

Start date:
March 23, 1982

Electrical Apprentica Raview EL 900

Monday and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $90.00
Materials: $10.00

Designed for those apprentices who are in their final term, and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start datas:
October 5, 1981
February 1, 1982
April 12, 1982

ELECTRO-MECHANICAL

Estimeting for the Electrical Trade **EL 901**

Mondey end Wednesdey,
1830-2130 hrs.
Casa Lome Campus
60 hours
Fee: $90.00
Materiels: $10.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable pulls; pull boxes; labour cost variables; non-productive labour; incidental and direct job cost; electric heating loads.

Start date:
October 5, 1981

Hydro-Electric Power Commission Regulations (Master Electricien) **EL 902**

Tuesdey and Thursday,
1830-2130 hrs.
Case Lome Campus
60 hours
Fee: $90.00
Metertials: $20.00

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Stert detes:
October 6, 1981
Fabruery 2, 1982

Electricel Drefting (Basic) A.T.E.C. Program **EL 903**

Tuesdey, 1830-2130 hrs.
Case Lome Campus
60 hours
Fee: $65.00
Materiels: $15.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Stert deta:
October 6, 1981

Lighting Fundamentals **EL 904**

Thursdey, 1900-2200 hrs.
Case Loma Campus
60 hours
Faa: $65.00
Metarials: $35.00

Nature of light; the eye and the relationship between light and sight lighting terms; laws and controls; light measurement and meters; light sources, its production and characteristics, including incandescent, gaseous discharge and fluorescent lamps; luminaire data consisting of general, photometric, electrical and mechanical characteristics; illumination design including zonal-cavity calculations for industrial buildings, offices and schools; store lighting, exterior residential lighting; cost analysis to include lamp economics, lighting system ownership and operating costs.

Stert deta:
To be announced

Electrical Fundementals — ATEC **EL 905**

Monday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Faa: $65.00
Materials: $15.00

Prerequisite: MATH 100.
Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits, D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Start date:
October 5, 1981

Electricel Construction and Meintenence I **EL 907**

Monday and Wednasday,
1830-2130 hrs.
Case Lome Campus
60 hours
Fea: $65.00
Materials: $15.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Stert detas:
October 5, 1981
Febraery 1, 1982

Electrical Construction and Meintenanca II **EL 908**

Tuesday and Thursdey,
1830-2130 hrs.
Case Lome Campus
60 hours
Fea: $65.00
Materials: $15.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls, Hydro-Electric Power Commission Regulations; shop projects.

Start dates:
October 6, 1981
February 2, 1982

Electrical Construction and Maintenance III **EL 909**

Tuesday and Thursday,
1830-2130 hrs.
Case Lome Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations; shop projects.

Start datas:
October 6, 1981
Fabruary 2, 1982

Industrial Electronic Controls (Part I) **EL 910**

Tuasday and Thursday
1830-2130 hrs.
Casa Loma Campus
72 hours
Fee: $77.00
Materials: $18.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Diodes; zener diodes; rectification; semi conductor diodes for special applications; bipolar transistor characteristics; bias calculations; operation of: field effect transistors, unijunction transistors, thyristors, thermistors, photoelectric devices, photodetectors, light emitting diodes; introduction to integrated circuits. Theory and shop.

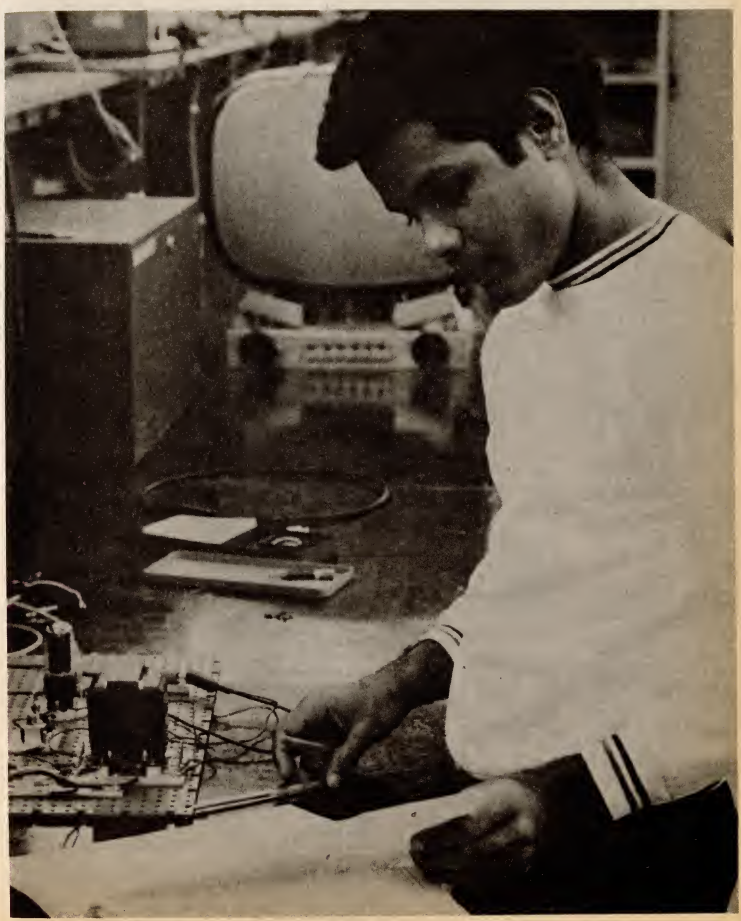
Start data:
Septamber 15, 1981

Industriel Electronic Controls (Part II) **EL 911**

Tuesday and Thursday
1830-2130 hrs.
Casa Lome Campus
72 hours
Fee: $77.00
Metariels: $18.00

Prerequisite: EL 910.
Charateristics of amplifiers; operation of: fet amplifier, direct-coupled amplifier, complementary power amplifier, operational amplifiers, power supply circuits, voltage regulators, pulse circuits, photo electric relays, light-sensing relays and voltage-sensitive relays. Trouble shooting procedures and techniques. Theory and shop.

Start date:
February 25, 1982



ELECTRO-MECHANICAL

Industrial Electronic Controls (Part III) **EL 912**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: EL 911
Introduction to digital techniques; binary number system; semiconductor devices for digital circuits, digital logic circuits, digital integrated circuits; operation of flip-flops, registers, counters, shift registers and clocks. Digital applications and introduction to microprocessors. Theory and shop.

Start date:
October 5, 1981

Industrial Electronic Logic Static IV **EL 913**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Advanced digital circuit applications with a variety of industrial applications.

Start date:
Fabruary 1, 1982

Lighting Design Advanced **EL 915**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Lighting Fundamentals course or equivalent
Course Content: Introduction to the qualitative factors of light applications including nature and range of light sources, elements of lighting design and specifications. Quantitative method of lighting calculations including integrated designs -Task lighting both indoor and outdoor -Highway lighting, visits to lighting installations. Critical analysis of existing installations. Design of lighting layouts complete with specifications with guest lecture in specialized areas.

Start date:
Octobar 8, 1981

Electrical Pre Exam **EL 950**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Matarials: $15.00

Prerequisite: Designed for journeymen who are seeking inter-provincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Start dates:
Octobar 5, 1981
February 1, 1982
April 12, 1982

Electrical Auxiliary System **EL 951**

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
Fee: $100.00
Supplies: $35.00

Prerequisite: Designed for those Provisional journeymen who are referred from the Ministry.
Theory, operation and control of D.C. and A.C. equipment with respect to motors, transformers, fire alarms, and heating systems.

Start date:
October 6, 1981

Electrical Blueprint Reading **ELDR 612X**

Monday and Wednesday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Materials: $15.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start date:
October 5, 1981

Electronic Fundamentals (Part I) **ELTC 900**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Course Content: Energy; electricity; resistors and conductors, cells and batteries; voltage, current and resistance, Ohm's law; electric power; DC circuits; Kirchoff's law, capacitors, electromagnets, inductors and induction; Lenz's law, AC source, vectors; reactance; impedance, resonance, AC power; electric meters; transformers, resonant circuits, AC circuits.

Start date:
October 5, 1981

Electronic Fundamentals (Part II) **ELTC 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies; electronic meters, cathode ray tubes, oscilloscope; power transfer, impedance matching, atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown, junction transistors; transistor amplifiers; coupling methods, power amplifiers, transistor oscillators, FET, UJT semi-conductors data sheets.

Start date:
October 6, 1981

Electronic Fundamentals (Part III) Radio **ELTC 902**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00
Laboratory fee: $10.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems, amplitude modulation; frequency modulation, demodulation and detection, troubleshooting and maintenance, test equipment, troubleshooting radio receivers, servicing techniques, AM/FM receivers, radio receiver alignment, sound systems, record changers-pickups, tape recorders, RC circuits, LR circuits.

Start date:
October 8, 1981

Electronic Fundamentals (Part IV) Television **ELTC 903**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Course Content: Sawtooth generators; flip-flop; binary counters, decimal counters; clippers, limiters, shapers, triggering circuits; gating circuits, television system requirements; tuner circuits; VHF tuners, video IF section, video amplifiers, picture tubes, sound channels; sync signals, sync circuits and DC restorers, sweep oscillators; sweep amplifiers, high voltage supplies; UHF tuners; antennas; transmission lines; component television receivers, servicing techniques.

Start date:
October 8, 1981

Colour Television **ELTC 909**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system, colour receiver circuits, RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting, current models of receivers.

Start date:
October 8, 1981

Logic **ELTC 906**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisite: Background knowledge of transistor theory
Course Content: Logic circuits, register circuits, Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.
Note: This course is a prerequisite for ELTC 906A (Computer Systems).

Start date:
October 1, 1981

ELECTRO-MECHANICAL

Computar Systems **ELTC 906A**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $75.00
Meterials: $10.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Central processing unit, machine language, addressing schemes; timing and control circuits, bus structures, ROM, I/O control and interfacing, primary memory circuits, core and solid state storage; peripherals, storage units, printers, keyboards, paper tape, cards, and displays.

Start data:
Fabruary 4, 1982

Microprocessors (Part I) **ELTC 917**

Wadnesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $25.00
Laboretory fee: $150.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of a laboratory fee of $175 of which $150 is refundable with the return of the microcomputer in working condition.

Start datas:
September 30, 1981
Febrouery 3, 1982

Microprocessors (Part II) **ELTC 918**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-sharing facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application.

Start dates:
October 1, 1981
February 4, 1982

Video Tapa Recorders Theory and Maintenanca **ELTC 912**

Wadnasdey, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00

Prerequisite: Fundamental knowledge of TV theory.
Theory of VTR (Video Tape Recording) and VCR (Video Casette Recording) formats and principles.
Signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; white clipper; limited; D-C restoration; servo-operations; colour signal recording principles; magnetic tape characteristics; time base correction, editing and time-code recording applications; Eng (Electronic news gathering) applications; test and evaluation methods, digital recording.

Start date:
September 30, 1981

Cable Television Practica (Basic) **ELTC 913A**

Monday, 1900-2200 hrs.
St. Jamas Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Prerequisite: Recommendation of the employer
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender, line construction; clearance, safety, handling splices, tap offs, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date:
January 11, 1982

Cable Television Practice (Advancad) **ELTC 913B**

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Materials: $10.00
Laboratory fee: $10.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, bi-directional catv systems, computer applications in CATV, radiation problems and testing, micro-wave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start date:
January 13, 1982

Introduction to ETV and Broadcast Technical Systems **ELTC 915**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Matarials: $10.00

Prerequisite: Fundamental knowledge of electronics.
Course Content: Theory and techniques applicable to (CCTV) closed circuit television operations as used in broadcast studies, educational television, community cable television centres, and related fields; audio distribution systems and level standards, monitoring, equalization, matching requirements, the audio console, equipment and system testing; R-F and video distribution systems, the monochrome and NTSC color TV signal, types of TV monitors and synchronization, basic video switching and special effects functions, circuit analysis of TV cameras and alignment principles, basic test procedures and interpretations of synthetic TV test signals (VIT (Vertical Interval Test signals), equipment and system measurement principles and standards, solid state TV picture pick-up devices, comparing analogue and digital TV signal distribution systems.

Start date:
September 28, 1981

ELECTRO-MECHANICAL

Electronic Musicel Instruments Servica ELTC 919

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Matarials: $10.00
Laboratory fee: $10.00

Prerequisite: A basic knowledge of electricity and electronics
Course Content: Review of sound physics and acoustics; harmonic distortion — amplitude vs frequency distortion; Waveform analysis — complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc.; musical frequencies, natural vs tempered scale; sine wave harmonic synthesis — corroborative and mutation effects; synthesizer — block diagrams; organ tone generators, keyed oscillators, master oscillator — frequency divider; keying and switching principles; timbre or tone forming principles; filters — active vs passive filters; percussion definition — solo-gating percussion — touch-response percussion; neon gating and switching, vibrato and tremolo principles; power supplies — regulation — power amplifiers; installation considerations; entertainment organ design.

Start date:
October 13, 1981

Digital Systems Servicing Part I (Basic Digitel Logic) ELTC 920

Tuesday, 1900-2200 hrs.
St. Jemes Campus
60 hours
Fee: $100.00
Matarials: $10.00
Laboratory fea: $10.00

Prerequisite: Presently employed in the electronics field.
Course Content: Binary numbers and codes; basic gate functions (AND, OR, NAND, NOR, XOR and INVERT); basic gate symbols and truth-tables; positive and negative logic conventions; flip-flops; counters, storage and shift registers, timing sources; encoders; decoders; multiplexers and demultiplexers, display devices and multiplexing; reading spec sheets and schematics; types of logic families (TTL, CMOS, ECL) and their characteristics. Servicing considerations and test equipment.

Start date:
October 6, 1981

Digital Systems Servicing Part II (Microprocessor Based) ELTC 921

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $100.00
Matarials: $10.00
Laboratory fee: $10.00

Prerequisite: Successful completion of ELTC 920 or equivalent.
Course Content: Microcomputer basics; terms and conventions; the basic MPU; fetch/execute; addressing modes, basic programming (straight line and branching), simple algorithms; condition codes; the 6800 MPU basic architecture and instruction set. i/o operations; interfacing fundamentals; interfacing with PIA. Typical microprocessor based systems; servicing approaches.

Start date:
October 8, 1981

Microprocessors (Deta Acquisition and Process) ELTC 923

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Faa: $35.00
Materials: $25.00
Laboratory faa: $150.00

Prerequisites: Familiarity with microprocessor architecture, hardware interfacing and machine level programming.
Course Content: Concept of analog/digital conversion and data acquisition; concept of process control; on/off, proportional, proportional plus reset and rate; advantages of microprocessor control; programming for data acquisition and process control; state of the art of microcomputer control.
If students do not possess a microcomputer kit, they may have to borrow one from the department with a deposit of $150.00 with a $125.00 refund if the unit is returned in working condition.

Start dates:
September 30, 1981
February 3, 1982

Heering Conservation in Industry IHS 900

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $75.00

The course is intended for safety personnel in industry, occupational health nurses and supervisors of health and safety programs.
Course Content: Lectures and practical laboratory work will provide a knowledge of the concepts of hearing conservation, an understanding of the physical measurement of sound, and the ability to undertake audiometric screening. The ethical and legal consideration surrounding audiometry will be covered, as well as record-keeping techniques.
Special lecturers from industry and government will give presentations.

Start date:
September 29, 1981

ACADEMIC
ENGLISH & LIBERAL STUDIES

ENGLISH & LIBERAL STUDIES

Academic Upgrading/Collaga Praperatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

Pra-Upgrading **ENG 930**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 4 or equivalent. For student who does not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Start dates:
Saptambar 15, 1981
Januery 5, 1981

English Upgrading — Level 4A **ENG 925**

Faa: $30.00

Course Content: Basic communication to improve reading rate and comprehension, vocabulary, essays, and grammar

Start date:
To be announcad.

English Upgrading — Level 4B **ENG 926**

Faa: $30.00

Course Content: Spelling and vocabulary improvement, grammar skills, reading and work punctuations and sentence structure and thesis writing.

Start date:
To be announcad.

English Upgrading 8 **ENG 906**

Tuesdey, 1900-2200 hrs.
Case Lome Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start datas:
September 15, 1981
January 5, 1982

English Upgreding 9 **ENG 907**

Tuesday, 1900-2200 hrs.
Case Loma Campus
50 hours
Fee: $40.00

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start datas:
September 15, 1981
Janeury 5, 1982

English Upgrading 10 **ENG 908**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start datas:
Septembar 15, 1981
January 5, 1982

English Upgrading 11 **ENG 909**

Monday end Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Cesa Lome Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates, the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start dates:
Septembar 28, 1981
Janury 25, 1982
May 31, 1982

English Upgrading 12 **ENG 910**

Monday and Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Cesa Loma Campus
60 hours
Faa: $40.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work, listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates:
Septamber 28, 1981
Janury 25, 1982
May 31, 1982

Mathamatics Upgrading — Level 4A **MATH 926**

Fee: $30.00

Course Content: Review basic mathematics; formula rearrangement, systems of equations and formula derivation, fractional equations. Introducing graphing, exponents and radicals, linear graphs and slopes, squares and square root radicals

Start date:
To be announcad.

Mathamatics Upgrading — Levels 4B **MATH 927**

Fee: $30.00

Course Content: Equations and formulae containing squares and square root radicals, quadratic equations and formulae, oblique triangles, trigonometric ratios, vectors, trignonometric ratios of standard position angles.

Start date:
To be announcad

Mathamatics Upgrading 8 **MATH 906**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start dates:
September 17, 1981
Janury 28, 1982

Mathamatics Upgrading 9 **MATH 907**

Thursdey, 1900-2200 hrs.
Case Lome Campus
50 hours
Faa: $40.00

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Start dates:
September 17, 1981
Janury 28, 1982

Mathamatics Upgreding 10 **MATH 908**

Thursday, 1900-2200 hrs.
Cesa Loma Campus
50 hours
Faa: $40.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry. Individualized instruction.

Start dates:
Septambar 17, 1981
Janury 28, 1982

ENGLISH & LIBERAL STUDIES

Mathamatics Upgreding 11 **MATH 909**

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Casa Loma Campus
60 hours
Faa: $40.00

Prerequisite: Grade 10 Mathematics or MATH 909
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates:
September 29, 1981
Janury 26, 1982

Mathamatics Upgrading 12 **MATH 910**

Tuesday and Thursday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Faa: $40.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content. Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates:
September 29, 1981
Janury 26, 1982

Biology **BIO 900**

Monday and Wednesday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summar)
Cesa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Stert dates:
Septamber 28, 1981
Janury 25, 1982

Chemistry **CHEM 900**

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Casa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level, introductory college chemistry with laboratory work.

Start dates:
Septamber 29, 1981
Janury 26, 1982

Business Writing

Business Communication **ELS 903**

Wednesdey, 1900-2200 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: Grade 12 or equivalent.
This course is for Certified General Accountancy candidates and any other interested students who require a post secondary business communications course. It will include the planning and preparation of business reports, both formal and informal; the effective presentation of financial information. Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — will also be covered.
Time will be devoted to the improvement of listening and oral skills. The oral component of the course will focus on conducting a business meeting. As time permits, other forms of public speaking will be included, such as debates and presentations.

Start datas:
Septamber 16, 1981
Janury 20, 1982

English and the Business World **ENG 201X**

Tuesday and Thursday
1900-2200 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail

Start datas:
Septamber 22, 1981
Janury 26, 1982

Business English (Rafresher) **ENG 905**

Wednesday, 1900-2200 hrs.
St. James Campus
40 hours
Fee: $60.00

Course Content: Designed for people in the work force or planning to re-enter the work force who would like an update in the writing of business communications. It covers a variety of letters, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports, resumes, and oral communication, consisting of interviews, telephone techniques, and prepared talks

Stert dates:
September 23, 1981
Janury 27, 1982

Creative Writing

Writing for Clarity and Impact **ELS 901**

Wadnasday, 1900-2200 hrs.
St. James Campus
30 hours
Faa: $45.00

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph stucture, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. Carsten Stroud is a freelance writer living and working in Toronto. His articles have been published in all the major Canadian magazines, and by his own admission, in a lot of the minor ones. He has written advertising copy, screenplays, short stories and investigative pieces.

Start datas:
Septamber 23, 1981
Janury 20, 1982

Writing For Fun and Profit **ENG 919**

Thursday, 1900-2200 hrs.
St. James Campus
36 hours
Faa: $55.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer and former editor of the Globe and Mail.

Start dates:
Septamber 24, 1981
Janury 21, 1982

ENGLISH & LIBERAL STUDIES

Writing for the Children's Market **ELS 800**

Tuesdey, 1900-2200 hrs.
St. James Campus
36 hours
Fee: $55.00

Publishers are looking for material for children, but talent is not enough to become a published writer. Knowing how to prepare a manuscript and market it is an essential ingredient, especially when writing for the children's market.
This course will give practical tips on how to get published. The emphasis will be on writing technique and styles for the various age groups, how to use words effectively, how to get emotion into your writing and how to submit a professional manuscript to the right market.
Students will complete several manuscripts ready for submission to a publisher.
Lola Sneyd has been published in Canada, the United States and England, both in adult and children's publications such as: Starship, Ranger Rick's Nature Magazine, Highlights for Children, Canadian Children's Annual and school anthologies. Her two books for children, both illustrated, *Asphalt Octopus* (poetry), and *Fuzzy-tail*, will be published this fall.

Start detes:
September 22, 1981
Jenuary 26, 1982

Research Techniquas for Successful Writing **ELS 802**

Wednesday, 1900-2200 hrs.
St. James Campus
36 hours
Fee: $55.00

Emphasis in this course will be placed on the following aspects of research: finding the facts, the use of libraries and other holdings including archives, points of interviewing, the use of the tape recorder as a research tool, illustrations and where to find them, the use of footnotes, the preparation of facts for use in the manuscript, the essential five W's in research. Other topics will include the preparation of research material for use in the radio and television documentary.
It is hoped that students will be working on their own projects and help when possible will be given to them regarding their work. The course is designed for those who are interested in the book length manuscript including the novel and short story where factual material can enhance their work.
David Collins, the course presenter, is the author of *Wings across Time* the story about Air Canada, *Gold in the Caribboo* and *Wings of Progress*. He is at present working on a novel with a strong factual background.

Start detes:
September 23, 1981
Jenuary 27, 1982

Poetry Writing **ELS 902**

Monday, 1900-2200 hrs.
St. Jemes Cempus
30 hours
Fee: $45.00

Course Content: This course examines the craft of poetry and the art of clear self-expression. Students will review Canadian poetry and other forms of modern writing in an exploration of nuance and connotation, and development of style. Excellent writing flows from clear self-expression and students will be encouraged to write and read from their work to develop a sense of the shape and weight of words and to stress the importance of expressing throughts in clear and concrete images. Christopher Dewdney, the instructor, is a Canadian poet, artist and teacher with five published volumes and six exhibitions to his credit.

Start detes:
September 28, 1981
Jenuary 25, 1981

Scriptwriting **ELS 805**

Tuesday, 1900-2130 hrs.
Cesa Loma Campus
25 hours
Fee: $75.00

Prerequisite: Some previous writing and knowledge of current cinema.
The course will examine basic aspects of successful plays and motion picture scripts and provide the opportunity for writers to work with actors during the preparation of their scripts. Some films will be screened and script elements analysed. Text: The Art of Dramatic Writing by Lajas Egri.

Start detes:
September 22, 1981
Jenuary 12, 1982

Special Interest

The Mystery Novel **ELS 803**

Tuesday, 1900-2130 hrs.
Cesa Loma Campus
25 hours
Fee: $40.00

It has been estimated that about 25% of all fiction sold in England and North America is "mystery fiction". This course will be of interest to the many people who have enjoyed reading mystery novels. The development of the genre will be examined as well as examples of the best in mystery fiction. Lectures and discussions will deal with plot, character, suspense, setting and concepts of human nature and society described in specific mysteries. Some films will be shown.

Start detes:
September 22, 1981
Jenuery 19, 1982

Canadian Drama: An Overview of the Lest 15 Years **ELS 801**

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $45.00

This course will be taught by a Canadian playwright who has written successful plays, directed and invested in Canadian theatrical ventures. Authors discussed will include David French, Michel Tremblay, Carol Bolt, John Herbert, David Freeman, George Walker, James Reaney and Erika Ritter. The course is for theatre buffs who want to relive the era; theatre goers who saw the plays and want to discuss them; and those that didn't, but wish they had. It should also appeal to young authors, directors and stage apprentices.
Plays such as Leaving Home, The Donnelleys, Creeps, Of the Fields Lately, Automatic Pilot, Fortune in Men's Eyes; and musicals such as Billy Bishop Goes to War and Collette will be included. The instructor will discuss plays in detail, in particular the plot, scene and characters — including the events and relationships that move the play along. He will look at genre, the tonality and style, how the script was developed, and the collaborative aspect of author and director.

Stert detes:
September 28, 1981
Jenuery 25, 1982

West Indians at Homa and Abroad **ELS 900**

Tuesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $50.00

Course Content: This course will offer participants the opportunity to learn more about the various societes of the English-speaking West Indies and about West Indian communities outside the Carribean. It will do this mainly through selected short readings and discussions of the imaginative literature of the West Indies as this writing reflects the history and sociology of the region. Special attention will be paid to West Indian immigration in the past 30 years, its causes and on-going effects on the islands of the Carribean and on countries such as Britain, the United States, and Canada. Prominent members of the West Indian community in Toronto will also be invited to meet and talk with the group from time to time during the course.

Stert detes:
September 22, 1981
Jenuery 19, 1982

Astrology (Beginners) **ASTR 900**

Thursdey, 1900-2200 hrs.
Cese Loma Campus
51 hours
Fee: $70.00 (plus $20.00 examination fee which is to be paid to the Institute of Astrological Studies).

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Stert detes:
September 17, 1981
Jenuery 28, 1982

Astrology (Intarmediate) **ASTR 901**

Monday, 1900-2100 hrs.
Cesa Loma Cempus
51 hours
Fee: $70.00 (plus a fee of $20.00 for each of two examinations, one of which will follow each section of the course. Examination fees are to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Beginner's level. The Intermediate level comprises two half courses.
Course "A" Content: Chartmaking, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects of and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

Stert detes:
September 14, 1981
Februery 1, 1982

Astrology (Advenced) **ASTR 902**

Thursdey, 1900-2200 hrs.
Cesa Lome Cempus
51 hours.
Fee: $70.00 (plus a $20.00 examination fee which is to be paid to the Institute of Astrological Studies).

Prerequisite: Successful completion of the examination at the Intermediate level.
The course provides knowledge of Astrological chart interpretation for examination and credit by the Institute for Astrological Studies.
Course Content: Planetary patterns and interpretation. Establishing birth times. Correcting charts and problem charts. The use of psychology in chart interpretation. The ethics of an astrologer.

Stert detes:
September 17, 1981
Februery 4, 1982

Pre-Technical Program

For English and Liberal Studies courses in the Pre-Technical program see the Mathematics and Science section.

Pre-Health Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section.

English as Second Language

Learning to Read and Write in English (For Beginners) **LT 921**

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

This course is designed for non-native speakers of English.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Stert detes:
September 21, 1981
Jenuery 25, 1982

Pre-Intermediete English **LT 813**

Mondey end Wednesdey or Tuesdey end Thursdey
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: This is a course for English as a second language learners who wish to proceed to Intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Stert detes:
September 21, 1981
Jenuery 25, 1982

Intermediate English **LT 812**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Start dates:
September 21, 1981
Jenuery 25, 1982

Advenced English for E.S.L. **LT 803**

Mondey and Wednesdey
or Tuesday and Thursdey
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Stert detes:
September 21, 1981
Jenuery 25, 1982

ENGLISH & LIBERAL STUDIES

Advanced Conversetionel English for New Cenediens LT 818

Mondey and Wednesdey
1900-2100 hrs.
Collega Cempus
40 hours
Faa: $65.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812). Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Start dates:
Septembar 21, 1981
January 25, 1982

Writing For Advencad Students of English As A Second Language LT 819

Monday 1900-2100 hrs.
Collage Campus
25 hours
Fee: $45.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Stert dates:
September 21, 1981
January 25, 1982

English Pronunciation Part 1 LT 917

Tuesday, 1900-2100 hrs.
Collega Campus
20 hours
Fee: $40.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Stert dates:
September 22, 1981
Jenuery 26, 1982

English Pronunciation Part 2 LT 919

Tuesdey, 1900-2100 hrs.
Collega Cempus
20 hours
Faa: $40.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Stert dates:
Septembar 22, 1981
Jenuary 26, 1982

English for Science and Technology LT 922

Tuesday and Thursday
1900-2100 hrs.
Collage Campus
50 hours
Fee: $75.00

This 50-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Stert detes:
September 22, 1981
Jenuery 26, 1982

Language Teaching

A Practical Course in Teaching English es a Second Lenguege to Adults LT 912

Monday and Wednesdey
1915-2115 hrs.
Collega Campus
140 hours
Fee: $175.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation. It offers the experienced E.S.L. teacher a review of modern theory and methodology. Subjects include ESL methodology, phonology, grammar, studies in language acquisition, intercultural studies, teaching aids, testing and sociolinguistics. Practical experience in the classroom is included (observation plus supervised teaching practice.) Enrolment is limited. To obtain an application form please phone 967-1212 ext. 307 or 333. Applicants will be accepted on the basis of a personal interview.

Stert date:
Septembar 16, 1981

French Langauge Training

George Brown offers French language training at two of its downtown locations.
The St James Campus features a "basic" level and the College Campus offers "basic", "intermediate" and "advanced" classes. Streaming before start date will assure that students are placed in a class reflecting their language level.
The aim of the courses is to develop conversational skills. Attention will also be given to other language skills (reading, writing, etc.).
Please inquire about any French courses not listed (967-1212, ext. 319).

Speeking French (Basic) LT 804A

Wednesday, 1615-2115 hrs.
St. Jemas Campus
36 hours
Fee: $50.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant socio-cultural context.

Start dates:
September 23, 1981
Janvery 27, 1982

Speeking French (Basic) LT 804A

Tuesday end Thursday
1900-2100 hrs.
College Campus
Wednesday, 1615-2015 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Stert dates:
Septembar 22 end 23, 1981
Janvery 25 and 26, 1982

Speeking French (Intermediete) LT 8048

Tuesday and Thursday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start dates:
September 22, 1981
January 26, 1982

Speeking French (Advenced) LT 804C

Tuesdey and Thursdey
1900-2100 hrs.
College Campus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language if presented in relevant French-Canadian sociocultural context.

Start detes:
September 22, 1981
Jenuary 26, 1982

ENGLISH & LIBERAL STUDIES

Italian

Italien Lenguega and Heritega (Besic) LT 806A

Mondey and Wednesdey
1900-2100 hrs.
Collage Campus
50 hours
Fee: $75.00

Course Content. Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian Culture.

Start dates:
September 21, 1981
Janvery 25, 1982

Italian Language and Heritage (Intarmediata) LT 8068

Monday and Wednesday
1900-2100 hs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Italian Culture.

Stert dates:
Septamber 21, 1981
January 25, 1982

Italian Languege and Heritage (Advancad) LT 806C

Mondey and Wednesdey
1900-2100 hrs.
Collega Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contents that reflect the most notable features of Italian Culture.

Start detes:
September 2, 1981
Janvery 25, 1982

Spanish

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday
1900-2100 hrs.
Collage Campus
50 hours
Fae: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates:
September 21, 1981
January 25, 1982

Spanish Language and Heritega (Intermediete) LT 8088

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fea: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates:
September 21, 1981
Jenuery 25, 1982

Spanish Language end Heritage (Advenced) LT 808C

Monday end Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Stert detes:
September 21, 1981
Jenuery 25, 1982

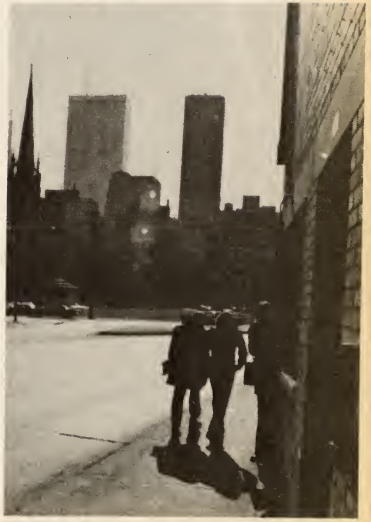
Arabic

Standard Arebic for Beginners LT 918

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills in contexts of contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Stert dates:
September 21, 1981
January 25, 1982



FASHION

Fashion Technology

Creative Fashion Design
Apparel Menegement

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.
All courses listed below bearing code number in the one, two, three or four hundred series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details

Apparel Construction I (Dressmeking Elementery) DRES 141X

Mondey and Wednesdey, or Tuesdey end Thursdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Elementary dressmaking using commercial patterns, samples, measurements, relationship of pattern, style and fabric, laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Stert detes:
September 13 and 14, 1981
Jenuary 18 end 19, 1982

Apparel Construction II (Dressmeking Intermediete) DRES 145X

Mondey, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics, selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Stert detes:
September 13, 1981
Jenuery 18, 1982

Apparel Construction III (Dressmeking Advenced) DRES 151X

Mondey end Wednesdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Stert detes:
Jenuery 18, 1982

Apparel Pattern Drefting I (Elementery) PAT 141X

Monday and Wednesdey, or Tuesdey and Thursdey, 1800-2100 hrs.
60 hours
Kensington Campus
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Knowledge of dressmaking
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials

Start detes:
Octobar 15 and 16, 1980
Jenuary 19 and 20, 1981

Apparel Pettern Drefting II (Intermediete) PAT 143X

Tuesdey, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content. Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials

Start detes:
September 15, 1981
Jenuary 19, 1982

Apparel Pettern Drefting III (Advenced) PAT 151X

Mondey or Tuesdey, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: Preferably PAT 143X or equivalent experience
Course Content: Design of a garment from a sketch or an original idea, creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials

Start detes:
September 14 end 15, 1981
Jenuery 18, 1982

Men's Pettern Drefting PAT 142X

Tuesdey and Thursdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Basic sewing skills.
Course Content. Styling, line, proportion, research (drafting of men's patterns)
Students to supply own material.

Start dete:
Saptambar 15, 1981
Jenuery 19, 1982

Teilering (Ledies') DRES 146X

Tuesdey end Thursdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Stert dete:
Jenuery 19, 1982

Feshion Illustretion I (Elementery) PAT 144X

Wednesdey, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $10.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns, finished drawing in mixed media
Students to supply own materials

Stert detes:
September 16, 1981
Jenuery 20, 1982

Feshion Illustretion II (Intermediete) PAT 154X

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $10.00

Prerequisite: Preferably PAT 144X or equivalent experience
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials.

Stert detes:
September 14, 1981
Jenuery 18, 1982

FASHION

Fur Menufecturing Techniques (Elementery) FUR 544X

Monday, Tuesday or Thursdey, 0800-1200 hrs.
Kensington Campus
80 hours
Fee: $85.00
Equipment Fee: $15.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Sterts every Mondey

Leether Menufecturing Techniques LTH 544A

Thursday, 0800-1200 hrs.
Kensington Campus
40 hours
Fee: $53.00
Equipment Fee: $15.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools

Starts avery Thursday

Fur and Leether Dasign FUR 545A

Friday, 0800-1200 hrs. 1300-1500 hrs.
Kensington Campus
60 hours
Fee: $65.00
Matariels: $10.00

Prerequisite: Experience in the industry.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Sterts avary Fridey

Work Menegemant I (Time Studies) — (Apperal) AT 100X

Wednesdey, 0900-1300 hrs.
Kensington Campus
64 hours
Fee: $69.00
Equipment Fee: $15.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content; Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards.

Stert dete:
September 9, 1981

Personnel and Industriel Reletions AT 161X

Monday, 0900-1200 hrs.
Kensington Campus
48 hours
Fee: $53.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters

Stert dete:
September 7, 1981

Serger Mechine SEW 542X

Mondey to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Starts avary Monday

8lind Stitch Mechine SEW 543X

Mondey to Fridey
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Mondey

Button-Hole and Button Sewer Mechine SEW 544X

Monday to Fridey
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: How to use buttonhole and button sewer as used in Ontario apparel plants.

Sterts every Mondey

Window end Retail Displey DISP 900

Monday end Wednesdey
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $85.00
Equipment Fee: $10.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear, practical merchandise trims; use of mannequins; display themes.

Start dete:
Septembar 14, 1981
Jenuary 18, 1982

Furniture and Furnishings

Furniture Finishing FURN 103X

Mondey end Wednesdey
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer
Students supply own materials.

Stert detes:
Septamber 14, 1981
Jenuery 18, 1982

Furniture Upholstery I FURN 104X

Mondey end Wednesdey
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling
Students supply own materials

Stert detes:
September 14, 1981
Jenuery 18, 1982

Interior Design FURN 207X

Monday and Wednesdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $20.00

The physical relation of people to interior environment — plans, scales, and colours. Students supply own instruments, brushes and paints.

Start detes:
Septamber 14, 1981
Jenuery 18, 1982

Watchmaking/Jewellery

Watchmeking/Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in Upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards obtaining a two year or three year diploma in specialized programs. Please contact the dean or chairman for details.

Jewellery (Introduction) JWL 160A

Wednesdey or Thursday 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Current employment in industry or hobbyist.
Course Content: Introduction to jewellery making, cutting, filing, hard soldering, finishing and polishing of precious metals. Students supply own materials.

Start dete:
Septamber 16 end 17, 1981

Jawellary (Refreshar — Introduction JWL 160D

Wednasday, 1900-2200 hrs.
Cese Loma Campus
30 hours
Fee: $35.00
Equipment Faa: $15.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery
Students supply own materials.

Start dete:
March 17, 1982

Jawellary — Beginners JWL 1608

Tuesdey, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Introduction to casting techniques; precious metals; cuttlefish casting, and centrifugal casting. Students supply own materials.

Start dete:
September 15, 1981

Jewellery — Baginners (Casting — Rafreshar) JWL 160E

Tuesday, 1900-2200 hrs.
Cesa Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160B
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Start dete:
March 16, 1982.

Jewellery (Intermediata) JWL 160C

Wednesday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A.
Students supply own materials.

Start date:
Septamber 16, 1981

Jewellary (Refreshar — Intermediate) JWL 160F

Wednasday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160C.
Course Content: Review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques
Students to supply own materials.

Start data:
March 17, 1982

Gam Setting JWL 162X

Thursdey, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $85.00
Equipment Fae: $15.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Start dete:
September 17, 1981

Gem Setting (Refresher) JWL 162D

Tuesdey, 1900-2200 hrs.
Case Loma Campus
30 hours
Fea: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 162X
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
March 18, 1982

Engraving — Beginners JWL 163X

Monday, 1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Start date:
September 14, 1981

Jewellery Making (Silversmithing) JWL 164X

Tuesdey, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $85.00
Equipment Fae: $15.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing.
Students supply own materials.

Start data:
Septamber 15, 1981

Jewellary Making (Refreshar) (Silversmithing) JWL 164D

Tuesdey, 1900-2200 hrs.
Cese Loma Campus
30 hours
Fee: $45.00
Equipment Fae: $15.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start dete:
March 16, 1982

Jewellery Making (Enamelling) ENA 170X

Monday, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00
Equipment Fae: $15.00

Course Content: Enamelling, elementary theory and practice applying enamel to metal.
Students supply own material
Note: 12 students per class (Additional classes will be formed as numbers warrant).

Start date:
September 14, 1981

Jewellery Meking (Refresher) (Enamelling) ENA 170D

Monday, 1900-2200 hrs.
Cesa Lome Campus
30 hours
Fee: $35.00
Equipment Fae: $15.00

Prerequisite: ENA 170X
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note. 12 students per class. (Additional classes will be formed as numbers warrant).

Start dete:
March 15, 1982

Jewellery — Advencad JWL 260A

Tuesdey, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fae: $15.00

Prerequisite: JWL 160A and C.
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs.
Students supply own materials.

Start dete:
September 15, 1981

Jawellery — Advanced (Refreshar) JWL 260C

Tuesdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fae: $15.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start dete:
March 16, 1982

Jewellery Meking (Lepidary) JWL 903

Wednesday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.
Students supply own materials.

Start dete:
September 16, 1981

Jewellery Meking (Lepidery Refresher) JWL 904

Wednesday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 903.
Course Content: Review of lapidary techniques. Introduction to facetting, cutting more valuable materials. Students supply own materials.

Start dete:
March 17, 1982

Jewellery Design DES 169X

Tuesday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start dete:
Septamber 15, 1981

Jewellery Design (Refrasher) DES 169D

Tuesdey, 1900-2200 hrs.
Cesa Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: DES 169X.
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start dete:
Merch 16, 1982

Gemmology I GEM 167X

Monday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00
Equipment Faa: $15.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cut, shapes; colour and basic physical properties of stones; introduction to using instruments.

Start dete:
September 14, 1981

Gemmology II (Intermediate) GEM 267X

Tuesdey, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: GEM 167X.
Course Content: Study of precious stones, minerals and organic substances; physicial properties, chemical composition and testing methods.

Start dete:
September 15, 1981

Gemmology III (Advenced) GEM 367X

Thursday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: GEM 267X
Course Content: Study of precious stones; advanced instrument theory.

Start dete:
September 17, 1981

Clock Repairing Skills WACH 901

Tuesday, 1900-2200 hrs.
St. Jemas Campus
60 hours
Fee: $65.00
Matarial fee: $20.00

Prerequisite: Current employment in the watchmaking industry or hobby.
Course Content: This program is designed to teach beginners the skills needed to perform basic repair on clocks. The student will learn to operate the watchmakers lathe to make bushings, repivot wheels, refinish pivots and bearings and make screws, rivets and other simple repairs.

Start dete:
September 15, 1981

Basic Clock Repairing WACH 903

Tuesdey, 1900-2200 hrs.
St. Jamas Campus
30 hours
Fee: $35.00
Metrarial fee: $20.00

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking mechanism. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as needed.

Start dete:
Februery 9, 1982

Quartz Watch Servicing WACH 906

Monday, 1900-2200 hrs.
St. Jamas Campus
45 hours
Faa: $50.00
Equipment Fee: $20.00

Prerequisite: Ontario Certificate of Qualification in Watch Repairing.
Course Content: Basic electricity and electronics as applied to watches. Use of electronic testing equipment for analysis and adjustment. The student will learn the theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays. He or she will also learn micro soldering and replacing of components such as quartz crystal, capacitors, etc. Several modern type movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting. The students will also learn to replace case components.

Start dete:
Septamber 15, 1981

Intarmadiate Clock Repairing **WACH 904**

Tuasday, 1900-2200 hrs.
St. Jamas Campus
90 hours
Fae: $95.00
Matarial faa: $20.00

Prerequisite: WACH 902 or proof of equivalent competency.
Course Content: General repair of mantel clocks with 1/2 hour striking mechanisms, 400 day clocks and other types of striking and alarm clocks. The theory of escapements, the pendulum and the balance wheel as well as the theory of rack-type striking and count wheel strik-ing mechanisms will be augmented by practical application to clock ser-vicing

Start data:
Saptambar 15, 1981

Advanced Clock Repairing **WACH 905**

Monday, 1900-2200 hrs.
St. Jamas Campus
60 hours
Faa: $65.00
Material faa: $20.00

Prerequisite: WACH 903 or proof of equivalent competency.
Course Content: General servicing of chime clocks with the emphasis on making or restoration of parts such as the pallet, the escape wheel, wheel cutting, making lan-tern pinious, making the count wheel, the snail and the rack. The relevant theory will be presented parallel with the practical project. This course will be an on going course in which the students will select the projects at the beginning of the term.

Start data:
September 14, 1981

Ceramics

Basic Ceramics **CER 900**

Saturday, 0900-1200 hrs.
Casa Loma Campus
30 hours
Faa: $35.00
Matarials: $25.00

Course Content. Introduction to construction, hand building and wheel techniques, painting and glazing process

Start dates:
Saptambar 19, 1981
January 23, 1982
April 10, 1982

Ceramics 1 **CER 101X**

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Materials: $25.00

Course Content: Introduction, con-centrating on hand building and wheel techniques, surface enrich-ment, brush painting and glazing techniques.

Start dates:
Septembar 14, 1981
April 5, 1982

Ceramics 2 **CER 151X**

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matarials: $25.00

Course Content: Review of basic techniques in CER 101X, introduc-ing more advanced and difficult techniques in manufacturing, shap-ing and decorating ceramics. .

Start dates:
January 18, 1982

Ceramics 3 **CER 201X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matarials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — em-phasis on function and decorative qualities in ceramics.

Start datas:
Septamber 15, 1981
April 6, 1982

Ceramics 4 **CER 251X**

Tuasday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Materials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate in-termediate students (CER 101X and CER 151X)
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, ar-chitectural forms — decorative and creative use of materials in clay and glaze.

Start datas:
January 19, 1982

Rastoration of Ceramics **CER 905**

Thursday, 1900-2200 hrs.
College Campus
30 hours
Faa: $35.00
Matarials: $35.00

Course Content: Introduction to materials and techniques, bonding materials, fillers, reduction and re-painting, reconstruction of missing areas, reglazing, removing old restoration. The course will involve practical work on student's own projects.
Students to supply their own ceramic objects for repair.

Start datas:
Septambar 17, 1981
Janaury 21, 1982

Hairdressing and Grooming

Ladies' Hairdressing **HAIR 900**

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $125.00
Equipment Fee: $25.00

Prequisite: Ontario Certificate of Qualification and currently employed.
Course Content. Review of basic techniques, advanced methods of scissor cutting, blow waving, iron-ing, back-combing and back-brushing techniques, handling long hair, hair pieces and current fashion trends

Start dates:
Saptambar 14, 1981
January 18, 1982

Hairdressing for Barbers **HAIR 901**

Tuesday and Thursday
1930-2230 hrs.
Kensington Campus
60 hours
Faa: $85.00
Materials: $35.00

Prerequisite Ontario certificate of qualification in Barbering.
Course Content: Basic ladies hair-dressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting

Start dates:
September 15, 1981
January 19, 1982

Barbaring for Hairdressers **8AR8 902**

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $20.00

Prerequisite. Ontario Certificate of qualification in hairdressing
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hair-pieces and blow drying

Start datas:
Saptambar 14, 1981
January 18, 1982

FASHION

Manicuring **MANI 900**

Monday and Wednesday
1900-2200 hrs.
Kansington Campus
30 hours
Fee: $45.00
Materials: $30.00

Course Content: Physiology and care of fingernails; preparation and grooming including polish and remover.

Start dates:
September 14, 1981
January 18, 1982

Crafts

Batik **CFT 800**

Tuesday, 1830-2130 hrs.
Kansington Campus
30 hours
Fee: $45.00
Materials: $20.00

Course Content: "Batik", the ancient art of drawing with liquid wax on fabric. The wax acts as a resist as the fabric is put through successive dye baths to build up layers of colour. The course begins with the practical aspects such as upholstery and dress materials and leads to the art of batik, design, colour concepts and framing of your own work.

Start dates:
September 15, 1981
January 19, 1982

Make Your Own Gifts **CFT 802**

One evening per week
Off campus
12 hours
Fee: $35.00

Course Content: This course is designed to encourage students to personalize their gifts — creatively and inexpensively. Media used may include simple basketry, stitchery, crochet, knitting, card and off-loom weaving, depending on the needs of the participants to make such items as decorative boxes, small stuffed toys, wall hangings, etc.
Students to supply own materials.
Note: This course will be given in any apartment building where 12-16 interested residents want this course. For more information on how to get a group together and arrange for a teacher — phone 967-1212, extension 347/348.

Start date:
To be arranged with the interested group.

Crochet **CFT 803**

Tuesday, 1800-2200 hrs.
College Campus
20 hours
Fee: $45.00

Course Content: A course that will accommodate both the beginner and the advanced student. Beginners will "learn-by-doing" plus pattern reading. Advanced students will study open work, lace, texture and shawl stitches, motifs, tunisian, edges and trimming, broomstick and hairpin techniques. Special attention will be given to those that crochet left-handed.

Start dates:
September 15, 1981
January 19, 1982

Knitting **CFT 804**

Tuesday, 1800-2200 hrs.
College Campus
30 hours
Fee: $45.00
Equipment Fee: $15.00

Course Content: A course that will accommodate both the beginners and the advanced student. Beginners will learn "by-doing" using standard patterns. Advanced students will study aron, jacguard, layette and other fancy stitches.

Start dates:
September 15, 1981
January 19, 1982

Pressed Flower Picturas **CFT 805**

Wednesday, 1900-2200 hrs.
College Campus
12 hours
Fee: $30.00

Course Content: An introduction to a simple and satisfying craft. The decorative and functional uses of pressed flower arrangements including methods of pressing, background materials and composition. Students will complete at-least one project and be given guidance in natural materials to be collected in the spring, summer and fall seasons.

Start date:
April 14, 1982

China Painting (Porcelain Art) **ART 811**

Tuesday, 1900-2200 hrs.
College Campus
30 hours
Fee: $45.00
Materials: $35.00

Course Content: Preliminary techniques of china painting including design, mixing paints, basic brush strokes, colour combinations, wipe-out techniques. This is your opportunity to create an heirloom by painting beautiful designed on your favourite china, vases, etc.

Start dates:
September 15, 1981
January 19, 1982

Stuffed Toys **FT 810**

Tuesday, 1900-2200 hrs.
Kansington Campus
30 hours
Fee: $45.00
Equipment Fee: $15.00

Prerequisite: Basic knowledge of hand or machine sewing.
Course Content: Layout of pattern, cut and sew to ensure parts fitting over stuffing, etc. Invisible finishing, faces, wigs, moveable arms, sources of material, potential markets.
Student must supply own materials.

Start date:
September 15, 1981

GENERAL INTEREST

Automotive

Buying e Used Car **CE 866**

Monday, 1900-2200 hrs.
St. James Cempus
12 hours
Fea: $30.00

Course Content: This course will cover the costs and concepts of the used car, the hidden expenses of purchase and financing alternatives Pitfalls for the unaware purchaser will be pointed out. Maintenance tools, manuals (and their interpretation) rust prevention and breakdowns will all be explained and discussed.

Start detas:
Octobar 5, 1981
Febuery 1, 1982

Know Your Car —
Part 1 **CAR 800**

Tuesday, 1830-2130 hrs.
Cese Loma Campus
12 hours
Fee: $30.00

Course Content: With a new family-size car costing $8,000 or more and the trend to self-serve gas stations it is essential for the car owner to understand her/his car. Ray Stapley is Canada's best known auto mechanic and car columnist. For years his popular advice in the Toronto Telegram and more recently the Toronto Star has answered readers questions on cars with down to earth horse sense and real understanding. He will explain in layman's terms the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat. He will show you how to start a stubborn engine and how to deal with the garage mechanic if repairs are really needed. He will tell you when to replace tires, batteries, brakes and provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start datas:
Octobar 6, 1981
Novembar 17, 1981
Febuary 2, 1982

Know Your Car —
Part 2 **CAR 801**

Thursday, 1830-2130 hrs.
Case Loma Campus
12 hours
Fea: $30.00

Course Content: The second part of the course will demonstrate and discuss the components of the lubricating system including types and grades of oil, how to change the engine oil and oil filter; winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system and how to check for leaks, how to check and adjust the clutch; suspension system, replacing shock absorbers; changes recommended to haul a trailer; rustproofing and body work, replacing headlights and bulbs. He will also provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start dates:
Novembar 12, 1981
Febuary 25, 1982

Driver Instructor
Education Course

In conjunction with recently amended regulations established by the Ministry of Transportation and Communications which governs the licensing of driver instructors, George Brown College is pleased to announce that a Driver Instructor Education course has been arranged. For further information please call the Continuing Education Department at 967-1212, ext. 465.

Business

Job Search Strategies:
How To Sell Your Skills
On The Job Merket **CE 842**

Wednesdey, 1900-2200 hrs.
St. James Campus
18 hours
Faa: $40.00

Course Content: This course will study the interview in detail, from the resume format, job analysis and the covering letter to a discussion of dress, manner and body language. Interview follow-up, time management and recording and organizing of diary and progress reports will be planned. The criteria for decisions, negotiation and acceptance of a job offer will be discussed.

Start date:
November 4, 1981

A Leyman's Guide
to Income Tax
Planning **CE 810**

Tuesday, 1900-2100 hours
Casa Loma Campus
14 hours
Fea: $35.00

Course Content. Learn how to reduce your annual income tax by planning ahead and taking advantage of the tax shelters available to most income earners. Topics covered will be income splitting, investment strategies to maximize after tax income, educational trust funds for children, retirement savings and home ownership plans. The instructor, an established tax lawyer, will show you how to argue your own tax case, if necessary

Start data:
Januery 26, 1982

Investment Stratagias **CE 862**

Thursday, 1800-2100 hours
St. James Campus
24 hours
Fea: $60.00

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds, fixed-income securities, such as bonds, mortgages and annuities, equity securities, such as preferred and common shares; mutual funds and other investments such as gold, foreign exchange and collections

Start dates:
Octobar 29, 1981

Devaloping An Effective
Newslatter **CE 844**

Wednesday, 1900-2200 hrs.
St. James Campus
18 hours
Faa: $45.00

Course Content: This course will cover the physical requirements of initiating and refining a company or association newsletter; emphasis will be placed throughout the course on the reasons for evolving such a piece, discussing in depth the ways in which the management/staff relationship can be made more effective. Topics will include the public relations aspects of publications and the use of local advertising as a financial aid and as a community service in the association or company newsletter. Workshop sessions will be included in the course for the assessment of the effective use of different layouts and designs.

Start data:
Octobar 7, 1981

Disc Jockey **CE 803**

Wednesday, 1900-2130 hrs.
Collaga Straet
30 hours
Fae: $45.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start data:
Septembar 30, 1981

Public Relations
For Tha Layman/
Community Service
Organization **CE 863**

Tuesday, 1900-2100 hrs.
St. James Campus
12 hours
Fea: $35.00

Course Content: This course is designed for the non-professional who has a need to develop basic PR skills. It will be of particular interest to those who work in a volunteer or non-business setting. Topics covered are: writing a press release, making media contacts in press, radio and TV, the setting up of press conferences, plus suggestions on how to get into public relations.

Start date:
October 27, 1981

Legal Awareness

Landlord and
Tenant Law **CE 856**

Wednesday, 1930-2130 hrs.
St. James Campus
10 hours
Fee: $40.00

Course Content: This course is designed to outline the duties and the obligations of the Landlord and Tenant under this Act. Further, this course reviews the rights and responsibilities of the Residential Tenancies Commission, the body which has been empowered with the jurisdiction in the enforcement of this Act. Various forms used in this area will be reviewed and their application and usage discussed.

Start date:
Octobar 28, 1981

GENERAL INTEREST

Merriage, Separation
and Divorce **CE 833**

Monday, 1900-2100 hours
St. James Campus
8 hours
Fee: $35.00

Course Content: The course will deal with the many cases affected by the Family Reform Act. Pertinent legislation is covered as it applies to marriage, divorce, ownership, support, custody and separation. Financial situations will be looked at and dealt with.

Start date:
January 11, 1982

Motor Vehicle Court **CE 832**

Wednesday, 1900-2100 hrs.
St. James Campus
8 hours
Fee: $35.00

Course Content: The major topics to be discussed are elements of careless driving, demerit points and affect on the license. Trial preparation regarding use of an expert witness, appealing the conviction and impaired driving will also be covered. The Highway Traffic Act and the Criminal Code will be presented and the need for legal representation will be discussed.

Start date:
October 28, 1981

Pastimes

The Art of Mime **CE 838**

Monday, 1900-2200 hrs.
St. James Campus
15 hours
Fee: $40.00

Course Content: Each two hour session will include instruction and practice of mime techniques, creative movements and character/scene studies. No gymnastic or athletic skills are necessary — old and young will enjoy learning how to use individual and delicate movements to convey expression and effect and while practising these motions participants will acquire an undreamt of flexibility in their bodies. Participants will discuss and evaluate mime performance as an art form in its own right and as an essential aspect of all acting and stage presentation. Adrian Pecknold, a well-known Canadian mime artist and choreographer, has many T.V., screen and stage credits.

Start date:
October 5, 1981

Introduction to
Handwriting Anelysis **CE 835**

Wednesday, 1900-2100 hrs.
Cese Loma Campus
12 hours
Fae: $40.00

Course Content: This six session course is an introduction to Graphoanalysis. Graphoanalysis is a specific scientific method of analyzing handwriting to determine the character traits of the writer and the way in which these traits interact upon one another to form the whole personality. Graphoanalysis can be a self-help tool, providing insight into various aspects of the personality. This course is designed to familiarize students with some of the basic principles of handwriting analysis and provide a tool that will be useful in understanding themselves.

Start date:
November 4, 1981

Coin Collecting **CE 845**

Wednesday, 1900-2100 hrs.
Casa Lome Campus
20 hours
Fee: $50.00
Materials: $5.00

Course Content: Using a combination of lectures, slide presentations and guest speakers, participants will learn how to assess and grade the quality of rare coins, what to collect and what not to collect and the use of coin collecting as a hedge against inflation. There will also be a thorough discussion of numismatic history, coin photography and artistry.
The instructor, John Regitko, is the 1981 Chairman of the Canadian National Coin Club Association Convention and is consultant to the Canadian National Exhibition on coin exhibits.

Start date:
February 10, 1982

Pleasure and Profit
in Philately **CE 837**

Monday, 2000-2200 hrs.
St. James Campus
16 hours
Fee: $50.00

This course is designed for people experienced or novice, who love stamps and collecting. The course will encompass the many areas pertinent to philately, tools, auctions, value, investment and arrangement of the collection for exhibition.

Start date:
January 25, 1982

War Games With
Miniatures **CE 839**

Thursday, 1930-2200 hrs.
St. James Campus
20 hours
Fee: $35.00
Materials: $3.00

Course Content: This course will emphasize military technology and historical background. Participants will evaluate battles, the decisions made by military command, the political influences on the military, and the day to day running of an army in the 19th century. Activities include re-enactment of battles, and experiments with military strategy and formations to re-assess victories and defeats. The instructor, Mike Wyle, is an experienced teacher of educational programs at Fort York and an avid wargame enthusiast.

Start date:
October 1, 1981

Old Time Redio **CE 860**

Monday, 1900-2130 hrs.
St. James Campus
20 hours
Faa: $45.00
Materials: $3.00

Course Content: This program is designed to cover a maximum amount of radio history and program types. Content will include: the great comics of early radio, how detective shows began, how commercials came into being, how the disc jockey evolved, how TV took over. The radio audience and radio fought back.

Start data:
September 28, 1981

Indoor
Gardening **GARD 800**

Tuesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fae: $30.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terraniums, growing plants under lights.

Start date:
October 13, 1981

Herbs end
Herbal Remedies **CE 865**

Wednesday, 1900-2200 hrs.
Cesa Loma Campus
24 hours
Fee: $45.00
Materials: $10.00

Course Content: Lionel Pasen Canada's spokesman to Federal and Provincial Governments for the health food industry and President of Canada's oldest and largest importer, manufacturer and distributor of herbs and herbal products will introduce participants to the hundreds of herbs and vegetable drugs, their history and modern medicine's reliance on herbal cores, the effects of herbal drug groups on the body, and their use as preventative and curative agents. The legislation appertaining to herbal drugs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.

Start dates:
October 7, 1981
Feburery 3, 1982

Stained Glass
Art Work **ART 805**

Thursday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00
Materials: $25.00

Course Content: History of glass and manufacturing processes, types of glass, colour. Lead-types and shapes. Copper foil techniques. Glass cutting, shaping, pattern layout, use of jigs, methods of assembly.

Start date:
October 1, 1981

GENERAL INTEREST

Lifestyles

Living Singla Again/ Starting Over CE 846

Thursday, 1930-2130 hrs.
Casa Loma Campus
10 hours
Fee: $30.00

Course Content. This four-week program is designed for divorced, separated or widowed men and women. The program revolves around identifying your potential, setting new goals, developing your artistic talents and how to pursue your intellectual areas of interest. The fears of risking new relationships and career changes will be discussed and dealt with. In total, what do you want your new lifestyle to be?

Start data:
October 1, 1981

Parenting Alone CE 855

Tuesday, 2000-2200 hrs.
Case Loma Campus
24 hours
Fee: $40.00

This course will examine some of the psychological effects of separation, and divorce on children and parents and difficulties faced by single parents. It will include material relevant to both the custodial and non-custodial parent. The course will encorporate presentation of professional understanding and strategies for the separated parent, suggested readings, films and discussion.

Start data:
Septembar 29, 1981

The Second Marriage Family CE 834

Thursdey, 1830-2030 hrs.
Casa Loma Campus
12 hours
Faa: $50.00

Course Content: .This course looks at and deals with the family that evolves through the second marriage. Couples will be invited to share experiences, deal with past history, create new rules for the new family. Discussions will cover changed lifestyles, deal with "you're not my mother" and how to celebrate special occasions such as birthdays, Christmas, etc.

Start date:
September 10, 1981

Sailing

Celestial Navigetion for the Yechtsman CE 801

Monday, 1900-2200 hrs.
Cesa Loma Campus
36 hours
Fee: $60.00

Course Content: In this comprehensive navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text, almanac, tables and minimal geometry instruments will be required for the course. A list of this equipment may be obtained from the Continuing Education office at 967-1212, ext. 465/6.

Sort dete:
Septamber 21, 1981

Practical Coastal Navigation For The Yachtsman CE 816

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $55.00

Course content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, beanngs, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Ancedotes, films and literature related to the topic will be discussed.

Start data:
Septamber 28, 1981

Self Improvement

Effactiva Speaking CE 848

Tuesday, 1900-2200 hrs.
Kensington Campus
24 hours
Fee: $55.00

Course Content: Participants will learn effective speaking and the tricks of addressing an audience. They will, throughout the course, deliver their own experimental, prepared and impromptu speeches, will practice the art of debating and how to motivate those whom they address. Participants will, through their newly established confidence in addressing an audience, become aware of greater ease in social encounters and will learn to "use" nerves as a means of maintaining spontaneity in all encounters and before all audience sizes.

Start dates:
October 6, 1981
February 2, 1982

Assertivaness Training CE 824

Wadnesday, 1930-2130 hours
Casa Loma Campus
16 hours
Faa: $30.00

Course Content: The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature inter-action — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Start data:
Octobar 21, 1981

Feeling Fabulous CE 836

Tueeday, 1730-1930 hrs.
St. Jamas Campus
16 hours
Fee: $55.00

Style for the Toronto woman means looking classically elegant and casually comfortable. This is a blend of high fashion, quality products, attention to detail and an essential underlying sense of physical well-being.
Feeling Fabulous combines the ingredients in a program which emphasizes equally the way you look and the way you feel. Look at wardrobe planning, style trends, budgeting, accessories, and clothing care. Feel the suppleness and relaxation that come from exercises you can do at a desk, on the subway, at home, or anywhere else your work and play take you.
The program is unique — it will be offered in a comfortable setting with a personalized approach that allows each participant to integrate the content into her lifestyle. It is offered as a practical learning experience and enjoyable tonic at the end of your day.

Start dates:
October 20, 1981
February 16, 1982

Why Do You Smoke? CE 854

Tuesday, 1900-2130 hrs.
Casa Lome Campus
10 hours
Fee: $24.00

Course Content: This course looks at the reasons why the smoker began smoking and why he/she has continued to smoke. Topics covered: social or addictive smoking, facing the fears, physical reactions to smoking, eating and sleeping patterns, the real cost of smoking and how to begin new habits.

Start dates:
October 6, 1981
Januery 26, 1982

GENERAL INTEREST

Ovarcoming Faar of Meth CE 808

Tuesday, 1900-2100 hrs.
Cesa Loma Campus
20 hours
Fee: $35.00

If you "blank out" or panic when confronted with a minor mathematical problem, this course will be of interest to you. Basic mathematical skills and techniques will be taught enabling you to move ahead with confidence when applying them to seemingly complicated mathematical puzzles. You are encouraged to give direction to the course by specifying your own needs and furnishing examples of the difficulties you experience in your day to day work or activity.

Start dete:
October 6, 1981

Toronto — What's Happening

Toronto's Past and Present CE 853

Thursday, 1930-2130 hrs.
St. Jemas Campus
(Enoch Turner Schoolhouse)
17 hours
Fee: $35.00

Course Content: Today's city dwellers rush past buildings and streetscapes, little recognizing their subtle clues to our past. Learn how and what to look for in illustrated lectures which examine buildings from Toronto's beginnings to mid-20th century. By exploring styles and materials and the relationships between individuals and buildings, we discover how people lived and reflected their class and times. After looking at the development of various types of buildings, participants will practice their new sleuthing skills in a walk through the east end of old York.

Start date:
March 11, 1982

How Toronto Graw CE 852

Thursday, 1930-2130 hrs.
St. Jamas Cempus
8 hours
Fee: $30.00

Course Content: From the beginning the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course the City's development will be treated in four stages: the colonial city (1793-1850), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present).
At each stage the city's buildings, economy, contributing social groups and townscape will be considered. The lectures will be illustrated by slides, maps, and photographs. Students will participate in group discussion and basic research exercises. Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Start date:
Febuary 11, 1982

Artists' Loft Tour CE 850

Saturday, 0900-1500 hrs.
Casa Loma Campus
6 hours
Fea: $18.00

Course Content: Although loft dwelling is a relatively new phenomenon in Toronto, lofts have always provided ideal accommodation for the working artist. This full day tour will take you to the lofts of three artists living in the Queen Street west area, each working in different genres. The artists will discuss his/her art, way of working, technologies used and answer your questions. You will be invited to tour the loft and discuss with the artists the use of the loft, the renovations that were necessary to make the space liveable, the advantages and disadvantages of loft life.

Start dates:
October 24, 1981
November 21, 1981
Fabruery 20, 1982
Merch 13, 1982

Toronto's Other Theatras CE 847

Monday, 1900-2200 hrs.
St. Jemas Campus
30 hours
Fea: $65.00
Materials: $30.00

Course Content. This course will give full knowledge of the theatre scene in and around Metro Toronto. The group will study the historical background of Toronto stage and the new experiments being made. They will compare direction, styles, acting and production interpretations, and will become aware of the variety of contrasting events offered in Toronto theatres. Participants will be offered group discount rates for visiting many theatre productions. They will discuss taste, style, fashion and trends and their effect on productions, critics and audiences.

Start date:
October 5, 1981

You and Your Home

Real Estate Investmant: For Beginnars RE 803

Monday, 1730-2030 hrs.
St. Jamas Campus
12 hours
Fea: $30.00

Course Content: This course is designed to acquaint the first-time investor with the fundamentals of buying property for income or investment. Topics covered will be determining your own investment strategy, guidelines for inspecting properties, types of real estate investment, defining marketable rental properties, sources of financing, taxation implications.

Start dates:
Octobar 19, 1981
February 1, 1982

Buying Your First Home RE 801

Tuesday, 1730-2030 hrs.
St. James Campus
9 hours
Fae: $20.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start dates:
Octobar 27, 1981
February 9, 1982

How To Sell Your Own Homa RE 800

Saturday, 1000-1500 hrs.
or Monday and Tuesday
1730-2000 hrs.
St. Jemas Campus
5 hours
Fee: $12.00

Course Content: For those who are contemplating handling the sale of their home personally, this workshop will cover the most important aspects including establishing market value, selling techniques, agreement of purchase and sale, presentation of an offer, functions of the real estate agent and the role of the lawyer. The course will follow a step by step format and group discussion will be encouraged.

Start dates:
October 3 and 5, 1981
Novamber 7, 1981
January 25, 1982
March 6, 1982
April 3, 1982

GENERAL INTEREST

Renovating an Old Toronto House: Showcase or Shambles **CE 826**

Wednesday, 1900-2100 hours
St. James Campus
8 hours
Fee: $30.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof.

Start dates:
October 7, 1981
February 3, 1982

Design Your Own Kitchen **CE 861**

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $55.00
Materials: $15.00

Course Content: This course will introduce creative planning, measuring, and design of functional and attractive home kitchens. Topics covered will be: cabinets, appliance selection, countertops, planning and storage, design problems, drawing the floor plan, creating an atmosphere and lighting.

Start data:
January 20, 1982

Leisure Activities

Scuba Diving **AUS 800**

Wednesday, 1900-2200 hrs.
Humberside Collegiate
(280 Quebec Avenue)
36 hours
Fee: $65.00
Materials: $35.00

This course is for anyone with a demonstrated ability to swim and covers all aspects of snorkeling and scuba diving (through pool and classroom instruction), leading to international certification. Students will require some personal equipment which will be discussed during the first session.

Start datas:
Septamber 30, 1981
January 13, 1982
April 7, 1982

General Fitness **FIT 800**

Monday and Thursday
1900-2000 hrs.
Casa Loma Campus
28 hours
Fee: $46.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial physical fitness level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and classes to music are led by an instructor. After the fourteen week program a retest will be given to determine the improvement made. Both fitness tests will be administered during the course.

Start datas:
Septamber 14, 1981
January 18, 1982

Yoga **YOGA 800**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
24 hours
Fee: $42.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing, meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
Septembar 30, 1981
January 13, 1982
April 7, 1982

Self Defance **FIT 804**

Thursday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $35.00

Course Content: This course will discuss practical solutions to prevent confrontations as well as how to handle physical situations should they arise. Basic techniques such as kicks, punches and breaking holds will be covered.

Start dates:
October 1, 1981
January 14, 1982
March 1, 1982
April 1, 1982

Tennis (Beginnars) **TENN 800**

Friday, 1700-1900 hrs.
Kansington Campus
16 hours
Fee: $30.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start dates:
October 2, 1981
January 15, 1982
March 12, 1982
May 7, 1982

Tennis (Intarmadiate) **TENN 802**

Wednesday, 1900-2100 hrs.
Kansington Campus
16 hours
Fee: $30.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Start datas:
September 30, 1981
January 13, 1982
March 10, 1982
May 5, 1982

Tennis (Advancad) **TENN 804**

Friday, 1900-2100 hrs.
Kansington Campus
16 hours
Fee: $30.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start datas:
October 2, 1981
January 15, 1982
March 12, 1982
May 7, 1982

GRAPHIC ARTS

Graphic Design Credit and Certificate Program

To accommodate the industry's needs for your convenience the Visual Arts Department now offers credits as well as certificate courses in the Graphic Design Extension Program. Therefore, credits obtained part-time are fully transferable to the full-time diploma program.

Courses will be offered in segments to equalize the hours per semester of the full-time program.

This evening program is equivalent to the two-year Graphic Design program which is formulated and organized to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

Entry into the Graphic Design extension program requires an Ontario Secondary School Graduation Diploma. All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.

Graduates receive a diploma after completion of the program.

Phone the Visual Arts Department if you need more information.

The following first year courses are available in either credit or certificate form to suit individual requirements. Second year courses will be introduced in the evening program in the 1983-84 year.

Drawing Research DRAW 120X

Monday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Using diversified subjects, drawing exercises will be carried out in various media with emphasis on: line, proportion, shading & textures, in negative and positive form, the application of perspective will be taught in relation to interior renderings and outdoor sketching.

Start dates:
September 21, 1981
January 19, 1982

Life Drawing LIFE 121X

Tuesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagramatic and progressive drawing.

Start dates:
September 22, 1981
January 19, 1982

Lettering LETT 122X

Wednesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

A thorough exposure is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects.

Start dates:
September 23, 1981
January 20, 1982

Design DES 123X

Tuesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Two dimensional design will be taught in a frame of reference. Geometric and free shapes are arranged to produce contrast value and textures. Some basic advertising layouts will be executed.

Start dates:
September 22, 1981
January 19, 1982

Science of Colour COLR 124X

Monday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

An extensive study of the Munsell Colour System will be made. Rendering a colour wheel and producing various colour combinations using this system. Colour value exercises will be carried out.

Start dates:
September 21, 1981
January 18, 1982

Graphic Reproduction Studies PRNT 126X

Monday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Students will be introduced to printing technology and will be exposed to typesetting, camera & stripping, platemaking and the various methods involving the printing press.

Start dates:
September 21, 1981
January 18, 1982

Mechanicals MECH 126X

Tuesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

The use of materials and equipment to produce geometrical drawings and mechanical artwork. The use of amberlith overlays and keyline methods for camera ready artwork. The operation of the stat camera.

Start dates:
September 22, 1981
January 19, 1982

History of Art HIST 127X

Monday, 1830-2200 hrs.
St. James Campus
35 hours
Fee: $40.00

Students will be taught the basic history of art and its relation to present day graphic design. They will use ideas from history to create advertising art to suit today's market.

Start dates:
September 21, 1981
January 18, 1982

Illustration ILLS 128X

Tuesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

The use of various commercial techniques. Concepts in books, magazines, newspapers and T.V. graphics. Mainly related to applied art but also encompassing personal picture making.

Start dates:
September 22, 1981
January 19, 1982

Typographical Design TYPO 129X

Tuesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type.

Start dates:
September 22, 1981
January 19, 1982

Studio Graphics STGR 130X

Wednesday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Under studio conditions, students will carry out camera ready artwork. Using these techniques additional design projects will be executed such as packaging and mock-ups of annual reports.

Start dates:
September 23, 1981
January 20, 1982

Marker Rendering Techniques MRK 131X

Monday, 1825-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

An extensive study beginning with the correct use of, and the various methods of, handling felt-tipped markers as they apply to lay-out and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Start dates:
September 21, 1981
January 18, 1982

GRAPHIC ARTS

Certificate Courses

The following are non-credit courses. A combination of any three courses provides eligibility for a certificate. Courses in the Graphic Design program can be combined with these certificate courses.

Airbrush Techniques AIRB 901

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in todays illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration.

Start dates:
September 22, 1981
January 19, 1982

Photo Retouching RETO 902

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

Course Content: Any artist involved in advertising art should develop the important skills of photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start dates:
September 23, 1981
January 20, 1982

Cartooning CART 808

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start dates:
September 23, 1981
January 20, 1982

Advertising Design Basic ADES 900

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechnicals, paste-ups and colour separation by amberlith overlays.

Start dates:
September 23, 1981
January 20, 1982

Advertising Design Advanced ADES 902

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Prerequisite: Advertising Design GD 900 or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level, including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start dates:
September 21, 1981
January 18, 1982

Screen Printing

Screen Printing Silk-Screen (Basic) SP 901

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 23, 1981
January 20, 1982

Screen Printing Silk-Screen (Advanced) SP 903

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Prerequisite: Successful completion of SP 901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils. A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 21, 1981
January 18, 1982

Signwriting and Show Card Writing

Signwriting **SIGN 900**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $55.00
Materiels: $25.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start detes:
September 22, 1981
Jenuery 19, 1982

Show Card Writing **SIGN 901**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $55.00
Materiels: $25.00

Course Content: This course is designed as an introduction to show card writing, pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Pen and brush lettering, type faces, colour and layout theory and practice, material.

Start detes:
September 22, 1981
Jenuery 19, 1982

General Interest Courses

Interior Design and Decoration **DES 801**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start detes:
September 22, 1981
Jenuery 19, 1982

Watercolour Painting **WATR 807**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolor media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start detes:
September 23, 1981
Jenuery 20, 1982

Peinting **PAIN 810**

Mondey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For beginners and persons with some painting experience. Students will learn the techniques of working with oils and acrylics on canvas and other materials. Students will study composition, colour, textures and painting styles.

Start detes:
September 21, 1981
Jenuery 18, 1982

Woodcarving (Basic) **WOOD 800**

Wednesdey, 1900-2200 hrs.
Cese Lome Campus
40 hours
Fee: $50.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start detes:
September 30, 1981
Jenuery 20, 1982

Soapstone Cerving (Basic) **SOAP 806**

Monday, 1900-2200 hrs.
Case Lome Campus
40 hours
Fee: $50.00

Course Content: Emphasis in this course will be on design and creative originality in the execution of two and three dimensional works in soft tone (soapstone and alabaster). Special consideration will be given to the type of stone carving tools available and basic finishing techniques. Soapstone and alabaster are available for purchase by the student.

Start detes:
September 28, 1981
Jenuery 18, 1982

Visual Communications and Photography

Basic Audio-Production Techniques **ADIO 923**

Mondey end Wednesdey
1800-2100 hrs.
St. James Cempus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start detes:
September 28, 1981
April 5, 1982

Audio Production Techniques **ADIO 928**

Monday and Wednesdey,
1800-2030 hrs.
St. James Cempus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Techniques AV 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed AV 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start date:
Jenuery 4, 1982

Basic Cinematography **CINE 922**

Tuesdey and Thursdey,
1800-2100 hrs.
St. James Cempus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics.
Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start detes:
September 29, 1981
Merch 30, 1982

Cinematogrephy **CINE 925**

Tuesdey and Thursday,
1800-2100 hrs.
St. James Cempus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography AV 922.
Course Content: Cinematography AV 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography AV 922. The student taking AV 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start dete:
April 6, 1982

Introduction to Photography Design **PHOT 904**

Tuesday or Wednesdey
1830-2130 hrs.
Cese Lome Campus
30 hours
Fee: $50.00
Meterials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — cameras lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start detes:
September 29 end 30, 1981
Jenuery 6 and 7, 1982
Merch 30 end 31, 1982

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of CAM 100X, CAM 200X, and CAM 300X for a Certificate in Process Camera, or LITH 100X, LITH 200X and LITH 210X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

Introduction to Typography **COMP 105X**

Saturday, 0800-1200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meterials: $15.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design.
Course Content: The history of the alphabet, measurement, classification and recognition, enabling the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations and colour in design.

Start dete:
September 12, 1981

Introduction to Computer Typesetting **COMP 100X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Materiels: $25.00

Prerequisite: No prerequisite; however persons wishing to enter COMP 200 should realize that typing ability is necessary.
This course is intended as an introduction to the basic principles of typesetting and is the prerequisite (in addition to typing skills) to COMP 200 Phototypesetting Keyboard Operation and Concepts.
Course Content: The development and purpose of typesetting. Significant differences between the skills of typesetting and typewriting. Typesetting contrasted with word processing. Type design: serif and sans serif faces, font and family. The typesetter's measuring system: inches, picas, ems, points, and units, and how these relate one to the other. Typography: arranging type on a page, word spacing, line spacing, kerning. Copyfitting basics, proofmarks, typeface identification, basic layout and mark-up. Time will be spend in hand typesetting involving the student in a number of small practical assignments. A plant visit or some exposure to the College phototypesetting system will be included.

Start detes:
September 1, 1981
October 21, 1981

Introduction to Printing Processes **COMP 106X**

Monday, 1800-2100 hrs.
St. James Cempus
30 hours
Fee: $35.00
Meterials: $15.00

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College.
Course Content: Information is presented via lecture and demonstration on most of the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures.
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Start dete:
September 21, 1981

Typography I **COMP 330X**

Saturdey, 0800-1200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meterials: $25.00

Prerequisite: Preference will be given to persons employed in Graphic Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start dete:
Jenuery 2, 1982

GRAPHIC ARTS

Computer Typesetting (Keyboard Operation and Concepts) **COMP 200X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisites: COMP 100X; typing at 25 wpm minimum (to obtain employment 50 wpm is advisable).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of rhedium difficulty.
This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Start dates:
October 21, 1981
January 5, 1982

Advanced Computer Typesetting **COMP 300X**

Tuesday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisites: Completion of COMP 200X.
Course Content: Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc. Different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work including some French language typesetting.

Start date:
March 2, 1982

Paper and Film Assembly (Paste-up) **COMP 110X**

Tuesday and Wednesday,
1800-2200 hrs.
60 hours
St. James Campus
Fee: $65.00
Materials: $45.00

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera ready artwork, using Amberlith overlays for multi-colour work. Ruling techniques are demonstrated.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 Headliner machines (Phototypesetters).

Start dates:
September 1, 1981
October 21, 1981
January 5, 1982
March 2, 1982

Typesetting Mark-up **COMP 320X**

Tuesday and Wednesday
1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Materials: $30.00

Prerequisites: COMP 200, or COMP 330, or permission of the instructor.
Course Content: Mark-up techniques used in the field of commercial typesetting. The course will include identification of the most common typefaces and methods of determining choice of typeface and size within the range or work considered. Explanation of terminology used in some forms of typesetting will be given, i.e. macros, formats, etc. Tours of typesetting plants may be arranged. A series of progressive mark-up assignments will be required of the student.

Start dates:
October 21, 1981
March 2, 1982

Photomechanical Reproduction **CAM 100X**

Tuesday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates:
September 8, 1981
November 10, 1981
January 19, 1982
March 23, 1982

Photomechanical Reproduction **CAM 200X**

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 100X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dates:
September 9, 1981
January 18, 1982

Photomechanical Raproduction **CAM 300X**

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 200X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Start dates:
November 9, 1981
March 22, 1982

Photomechanical Reproduction — Scanner **CAM 330X**

Tuesday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisites: Completion of CAM 300X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Start dates:
September 8, 1981
January 19, 1982

GRAPHIC ARTS

Film Imposition/Printing Surface Preparation **PSP 100X**

Tuesday and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates.

Start dates:
September 8, 1981
November 10, 1981
January 19, 1982
March 23, 1982

Film Imposition/Printing Surface Preparation **PSP 200X**

Monday and Wednesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of pre-press colour proofing is shown.

Start dates:
September 9, 1981
January 18, 1982

Film Imposition/Printing Surface Preparation **PSP 300X**

Monday and Wednesday
1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing.

Start dates:
November 9, 1981
Merch 22, 1982

Mechine Printing Flexography **FLEX 200X**

Monday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisites: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of flexographic printing covering: safety, housekeeping, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, flexographic ink metering system, position and register, substrates, running problems and corrections.

Start dete:
September 14, 1981

Machine Printing Flexography **FLEX 300X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of FLEX 200X or permission of instructor.
Course Content: An advanced course in flexographic printing on various substrates. The use of photopolymer and rubber plates for process printing; the use of a two roller ink system or the doctor blade method used for process printing.

Start dete:
September 8, 1981

Machine Printing Rotogravure **ROTO 200X**

Monday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start dete:
January 18, 1982

Machine Printing Rotogravure **ROTO 300X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Completion of ROTO 200X or permission of instructor.
Course Content: An advanced course in rotogravure printing with exercises in multi-colour and four colour process printing, colour mixing, ink fomulation for process printing, and theory of electronic register control.

Start date:
January 12, 1981

Machine Printing — Offset **LITH 100X**

Monday, Tuesday or Thursday
1800-2200 hrs.
St. James Campus
60 hours
Faa: $65.00
Materials: $50.00

Course Content: A basic course in the fundamentals of offset lithography (using 10"x15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to LITH 105X.

Start dates:
September 8, 10 and 14, 1981
January 12, 14 and 18, 1982

Machine Printing — Offset **LITH 105X**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 100X or permission of instructor.
Course Content: An advanced course in offset lithography (using multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for multi-colour projects. This course leads to LITH 110X.

Start dates:
September 9, 1981
January 13, 1982

GRAPHIC ARTS

Mechine Printing — Offset **LITH 110X**

Tuesdey or Wednesdey
1800-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional. Inking, register systems, 4 c-p plates, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Stert detes:
September 8 end 9, 1981
Jenuery 12 end 13, 1982

Mechine Printing — Offset **LITH 210X**

Thursday, 1800-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Start detes:
September 10, 1981
Jenuery 14, 1982

Mechine Printing — Offset **LITH 220X**

Tuesday, 1800-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and four-colour process projects.

Start detes:
September 8, 1981
Jenuery 12, 1981

Mechine Printing Web Offset **LITH 230X**

Monday or Wednesdey
1800-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00
Meterials: $80.00

Prerequisite: Successful completion of LITH 110X and permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. this course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22-3/4" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment, and so forth.

Start detes:
September 9 end 14, 1981
Jenuery 13 end 18, 1982

Mechine Printing Web Offset **LITH 330X**

Tuesday, 1800-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00
Meterials: $80.00

Prerequisite: Successful completion of LITH 230X and permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22-3/4" cutoff). This course will cover a review of LITH 230X and will include the makeready and running of more complex projects. This course will include makeready and running one colour two-sided with 1/4 fold, changeover to two web operation tabloid fold (blank stock), makeready and run double parallel, add-fold and one colour on two sides (one web); makeready and run double parallel fold, two colours on two sides (one web).

Stert detes:
September 8, 1981
Jenuery 12, 1982

Binding and Finishing **BIND 125A-B**
BIND 225A-B
BIND 325A-B

St. Jemes Cempus
60 hours
Fee: $65.00

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines (Polar 45-1/2" and Seybold 42")
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Mueller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Singer Sewer — Side Sewing
Smyth No. 38 Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Smyth No. 1 Casemaker
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cohasset Tipper
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.

BIND 125A	BIND 225A
BIND 325A	BIND 125B
BIND 225B	BIND 325B

Note:
All inquiries and course registretions for Bindery ere to be handled by the Bindery Department. Phone 967-1212 Ext. 737/522.

HEALTH SCIENCES

Dental Technology

Dental Anatomy **ANAT 900**

Thursday, 1830-2130 hrs.
Casa Loma Campus
102 hours
Fee: $180.00

Prerequisite: Students must be working in a dental laboratory
Course Content: At the successful completion of the program, students will be familiar with the terminology and form of the primary and secondary teeth; the development, structure and function of teeth and their supporting tissues; the eruption chronology of both dentitions, the functional relationships of the surrounding oral structures, and variations and anomalies of dental morphology.
Students are requested to contact John Crump (ext. 498) or Bonnie Weglarz (ext. 412) Health Science Division, George Brown College prior to registering in this course.

Start date:
Septamber 10, 1981

Sciance of Dantal Matarials **DENT 908**

Tuasdays, 1830-2130 hrs.
Casa Loma Campus
102 hours
Fee: $280.00

Prerequisite: Students must be working in a dental laboratory.
Course Content: At the conclusion of this course, the student will be able to: identify the various dental materials used in dental technology, select and manipulate correctly the various dental materials used in the fabrication of oral prostheses; and describe the interrelationships among materials selection, manipulative procedures, prostheses design and physical and biological soundness of the finished prostheses.
Students are requested to contact John Crump (ext. 498) or Bonnie Weglarz (ext 412) Health Science Division, George Brown College prior to registering in this course.

Start date:
Septamber 8, 1981

Roundhousa **DENT 906**

Tuasday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $110.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and dental ceramics. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability for this particular study session.

Start date:
March 9, 1982

X-Ray Techniques **DENT 907**

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $125.00
Materiel: $50.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start dates:
Septembar 29, 1981
Janvary 12, 1982

Dental Assisting Program — Part-time

George Brown and Seneca Colleges are offering a joint part-time Dental Assisting program set to start in September, 1981. It is designed to enable a student to complete the required courses in a 3 year period. Student may take only some of the courses offered in any year with the objective of completing the program in a maximum of 5 calendar years. Every course will be offered over the 3 year period. Preference will be given to candidates who are already employed in a dental office.
The full program will consist of courses in: human biology, dental materials, oro-facial anatomy, microbiology, dental radiography, dental office procedures, nutrition, preventive dentistry/oral pathology, pharmacology and emergency care, clinical techniques, psychology and communications. Prior to certification students must show proof of typing at 30 wpm.
The following courses will be offered at George Brown in 1981/82:

Dental Radiography **DENT 109**
60 hours
Fee: $65.00

Dental Office Procedure **DENT 117**
30 hours
Fee: $35.00

Nutrition **NUT 101**
18 hours
Fee: $23.00

Preventive Dentistry/Oral Pathology **DENT 104**
45 hours
Fee: $50.00

Pharmacology and Emergency Care **PHAR 102**
30 hours
Fee: $35.00

Applicant should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12 at, or above, the general level, or equivalent.
Information may be obtained from Bonnie Weglarz, Health Science Division, Box 1015, Station B, Toronto M5T 2T9 or telephone 967-1212, ext. 412.

Start date:
Septembar 28, 1981

Stenderd First Aid **FIT 801**

Saturday and Sunday
0900-1700 hrs.
Case Lome Campus
16 hours
Fee: $25.00
Materiels: $1.75

Prerequisite: 16 years of age.
Course Content: This course will acquaint candidates with recognition of problems of cessation of breathing, severe bleeding, poisoning, level of consciousness and the care for these immediate emergencies. It will also give candidates the opportunity to practice techniques of transportation of suspected spinal injury victims as well as splinting of suspected bone fractures all in accordance with Canadian Red Cross Society standards.

Start datas:
October 3 and 4, 1981
Jenuery 30 and 31, 1982

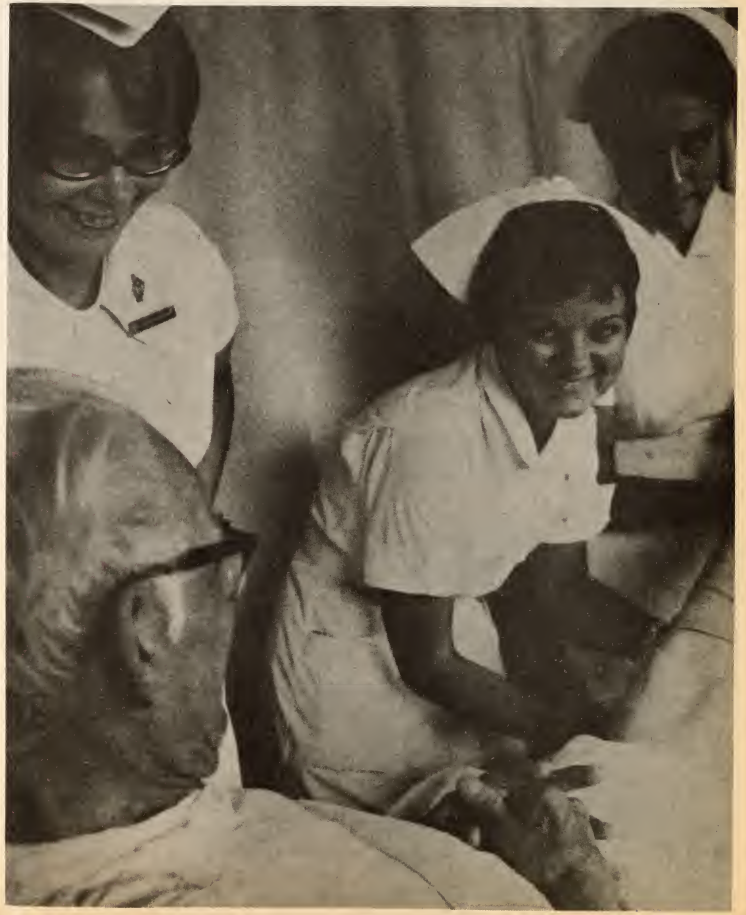
Cardiopulmonary Resuscitation

Cerdiopulmonary Resuscitation — Besic Rescuer **CPR 902**

Tuasdey and Thursday
1730-2130 hrs.
Nightingele and Casa Lome Campuses
12 hours
Fee: $35.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Ontario Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course.

Start date:
October 1981
Offerad elternete months



HEALTH SCIENCES

Cardiopulmonary Resuscitation — Basic Rescuer Recertification **CPR 903**

Monday and Wednesday
1800-2130 hrs.
Cesa Lome Campus
7 hours
Fee: $15.00
Materiels: $5.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification for an additional year.

Start detes:
October 5 and 7, 1981
November 2 and 4, 1981
December 7 and 9, 1981
Jenuery 11 and 13, 1982
February 1 and 3, 1982
March 1 and 3, 1982
Aprll 5 and 7, 1981
May 3 and 5, 1981

Cardiopulmonary Resuscitetion — Instructor **CPR 900**

Saturday and Sundey
0900-1700 hrs.
Cese Lome Cempus
15 hours
Fee: $55.00
Meterials: $15.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: The CPR instructor course is designed to train highly motivated and qualified individuals so they may in turn teach basic cardiac life support (bcls) to others. The stress is on a wider breadth of knowledge than is required for certification in bcls and near perfection in performance of the bcls modalities.

Stert detes:
November 28 end 29, 1981
March 27 end Z8, 1982

Cardiopulmonary Resuscitation — Heart Saver **CPR 901**

Tuesday, 1730-2200 hrs.
Case Lome Campus
4-1/2 hours
Fee: $10.00
Meterials: $2.50

Course Content: The heart saver course teaches the interested person to recognize signs and symptoms of impending cardiac arrest, to understand the relationship between faulty life style factors and cardiac arrest and how to contact emergency assistance. The Ontario Heart Foundation Certificate is awarded after successful completion of the course.

Start detes:
October 13 end 27, 1981
November 10 end 24, 1981
December 8, 1981

Nursing

The Collaborative Community College Program for Occupational Health Nurses

This academic year, George Brown College is scheduled to offer two of the ten courses in this program. These courses are offered only to registered nurses employed in an occupational health setting.

Occupetionel Hygiene end Health Surveillance **NURS 917**

Tuesdey, 1800-2100 hrs.
Nightingele Cempus
45 hours
Fee: $50.00

Prerequisite: This course is offered only to nurses currently employed as occupational health nurses.
This course focuses on the recognition and evaluation of environmental factors or stresses in the workplace as related to the control of work injuries and/or impaired health. This will include hazards such as chemicals, physical agents, biological materials, radiation, extremes of pressure, temperature and humidity. Incorporated into the content will be health surveillance practices for employees working at risk. Emphasis will be on health control measures, the physiological and psychological effects of exposure, and recommended health and safety practices.

Stert dete:
Jenuery 5, 1982

Child and Family Mental Health Nursing

The courses of this program are available on a part-time basis. This program will be of great interest to professionals who work with children/adolescents/families in various fields including community health, pediatrics, child care, psychiatry and school nursing or who care for children who are emotionally disturbed, retarded and/or handicapped. For registered nurses, successful completion of the program leads to a certificate. Other health care professionals are welcome to take individual courses except those coded NURS.

Psychotherepeutic Approeches with the Child end Family **PSY 401**

Thursdey, 1800-2100 hrs.
Nightingele Cempus
36 hours
Fee: $41.00

This course provides an introduction to a variety of psycho-social approaches to working with children/adolescents/families. Six theoretical frameworks used in mental health care will be explored as a basis for intervention.

Start dete:
Jenuery 7, 1982

Socio-Cultural Approechas to Health end Illness **SOC 400**

Thursdey, 1800-2100 hrs.
Nightingele Cempus
54 hours
Fee: $59.00

This course considers the various cultural, social and economic factors that influence and shape different family patterns within Canadian society. Within this framework, the focus will be on the facilitation of better health and/or child care.

Start dete:
Septembar 10, 1981

Legel/Moral/Ethicel Considerations **HUMN 400**

Thursdey, 1800-2100 hrs.
Nightingele Cempus
36 hours
Fee: $41.00

This course is divided into three parts: legal considerations in child and family care; ethical dilemmas; values/beliefs and mental health care.

Start dete:
Aprll 1, 1982

Neonatal Intensive Care Nursing

The courses of this program may be taken on a part-time basis. Theory courses may be taken alone. Related theory courses must precede practice.
Prerequisite: Current Ontario Certificate of Competency and one year of nursing experience within the past three years. A certificate is awarded for successful completion of all courses.

High Risk Pregnency **NEO 402 NEO 403**

Monday to Friday
Nightingele Cempus
120 hours
Fee: $125.00

Course Content: Theory: An overview of pregnancy risk factors, the management of pregnancy and its effects on the fetus/newborn. Practice: Observation in labour and delivery and antepartum units to consolidate theory.

Stert detes:
September 8, 1981
March 8, 1982

HEALTH SCIENCES

Neonetel Physiology **NEO 404 NEO 405**

Mondey to Friday
Nightingele Cempus
60 hours
Fee: $65.00

Course Content: Theory: Two foci are presented: (1) theory covering the body systems and how these adjust for extra uterine existence. (2) Physical assessment of the full term newborn. Practice: care at delivery and through hospital stay with emphasis on assessment of the newborn.

Start dates:
October 5, 1981
April 5, 1982

Low Birth Weight Infant **NEO 406 NEO 407**

Monday to Friday
Nightingele Cempus
90 hours
Fee: $95.00

Course Content: Theory: Study of causes and sequelae of low birth weight — both premature and growth retarded. Nursing care and transport are included. Practice: Care of premature and small for date infants including gestational assessments, transport, use of monitoring equipment, assessment of nutritional and fluid needs and maternal infant bonding.

Start detes:
October 19, 1981
April 19, 1982

Neonetel Problems **NEO 408 NEO 409**

Mondey to Friday
Nightingele Cempus
60 hours
Fee: $65.00

Course Content: Theory: Study of congenital defects, cause, identification, treatment and nursing care as well as problems such as hyperbilirubinemia, asphyxia, brain damage and their sequelae; emphasis on nursing management and transport. Practice: Care of infants with congenital defects including observation of diagnostic and treatment (surgery) measures and care of asphyxiated infants and experience in transport.

Start detes:
November 9, 1981
May 10, 1982

Neonatel Respiratory Conditions **NEO 410 NEO 411**

Mondey to Friday
Nightingale Campus
120 hours
Fee: $125.00

Course Content: Theory: Intensive study of respiratory pathophysiology and treatment. Regiments including artificial ventilation and CPAP. Theory in special procedures (I.V., blood gases) included. Practice: A consolidation experience for the entire course including care of critically ill infants requiring ventilatory assistance and continuous nursing care and observation.

Start detes:
November 23, 1981
May 25, 1982

Operating Room Nursing

The goal of this program is to prepare registered nurses to function as members of the surgical team in operating room theatres.
Theory courses may now be taken on a part-time basis. A certificate is awarded for successful completion of all four courses.
Prerequisites: Current Ontario Certificate of Competence or eligibility for same and one year of recent nursing experience in an active treatment centre.

Communication: Group Process end Velue Systems **HUMN 402**

Mondey end Thursdey
1800-2200 hrs.
Nightingele Cempus
20 hours
Fee: $25.00

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, non-verbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value systems portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issues of truth, confidentiality and consent.

Start dete:
November 9, 1981

Operating Room Nursing: Practicum **ORN 401**

Mondey to Friday
Nightingale Campus
300 hours
Fee: $305.00

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of observational experiences and planned rotations in the various surgical specialties enabling the nurse to function as a member of a surgical team.

Start date:
Jenuary 4, 1982

Operating Room Nursing: Organization end Menegement **ORN 402**

Mondey end Thursdey
1800-2100 hrs.
Nightingele Cempus
60 hours
Fee: $65.00

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study of the nursing research process to explore research methodology for improving patient care. Opportunities to study teaching methods and teaching skills are presented.

Start dete:
March 22 1982

R.N. Psychiatric Nursing

Prerequisite: Current Ontario Certificate of Competence. These courses are a prerequisite to NURS 402, NURS 403.

Nursing Theory **PSYC 400**

Mondey, 1800-2100 hrs.
Nightingale Campus
40 hours
Fee: $45.00

Course Content: Four major areas serve as foci: clinical psychiatric assessment; communication and counselling skills; dynamics of group work; scope of the professional role in psychiatric nursing.

Start detes:
September 21, 1981
Merch 22, 1982

Clinical Practice **PSYC 401**

Mondey to Friday
Nightingele Cempus
90 hours
Fee: $95.00

Course Content: Experience is individualized to enable the learner to concentrate on specific needs. The application of theory will be demonstrated through patient studies and assignment. The practicum will include the opportunity to study resources in the community.

Start detes:
March-April 1982

HEALTH SCIENCES

Rehabilitation Nursing

Rehabilitation Nursing **REHN 400 REHN 401**

Tuesday, 1800-2100 hrs.
Nightingale Campus
Fee: $110.00

Prerequisite: Registered nurse with current registration in Ontario or equivalent.
These courses strengthen the knowledge and understanding of registered nurses in areas related to comprehensive care of the chronically ill and physically-disabled persons. The role and scope of nursing in a variety of rehabilitative situations and settings are discussed and/or demonstrated. Classes, clinical experience and visits emphasize the rehabilitative aspects of nursing care. Opportunities are made available to practise nursing skills and techniques which are introduced in the program.
The practicum will consist of 60 hours or 10 days which will be arranged after mutual discussion between teacher and students.

Start date:
March 9, 1982

Long Term Care of the Elderly

Long Term Care of the Elderly **NURS 400 NURS 401**

Tuesday, 1800-2100 hours
Nightingale Campus
Fee: $110.00

Prerequisite: Registered nurse with current registration in Ontario or equivalent.
Course Content: Participants will learn how to develop an effective nursing plan which reflects the needs of the elderly, the family and community; gain more knowledge of the settings in which individuals caring for the elderly work, and understand the concepts which will help individuals meet the needs of these settings.

Start date:
September 8, 1981

Non-credit courses

Patient with End Stage Renal Disease (Care) **NURS 900**

Thursday, 1800-2100 hrs.
Nightingale Campus
54 hours
Fee: $80.00

The aim of this course is to assist nurses to broaden their knowledge as it relates to the care of the patient with end stage renal disease. This is achieved by an indepth study of the anatomy and physiology of the renal system and its relationship to other systems, the pathophysiology of renal diseases, the common tests and investigations involved, the current therapeutic modalities, common diets, drugs used. Selection criteria used for determining the method of treatment for an individual is considered together with the medical-moral dilemmas encountered by the health team. Health teaching is stressed as a vital component of the care. Using the nursing process, the foregoing serves as a basis for analyzing nursing situations.

Start date:
January 21, 1982

RNA: Administration of Medications **NURS 913**

Monday, 1730-2030 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is offered to nursing assistants registered in the province of Ontario and employed in long term care settings.
Selection of content reflects the guidelines of the Standards of Nursing Practice for R.N.A.'s set by the College of Nurses of Ontario. Principles of drug administration, legal aspects, safety, observation, recording and the effects of common drug groups on the human body are covered. The administration of drugs to the chronically ill and aged persons receive special attention.
Simulated laboratory practices accompany the theory presentations.

Start dates:
September 21, 1981
March 22, 1982

Understanding the Electrocardiogram **NURS 921**

Wednesday, 1800-2030 hrs.
Nightingale Campus
16 hours
Fee: $40.00

Prerequisite: Basic course in anatomy and physiology.
The electrocardiogram is an essential assessment tool in the management of arrhythmias. To be dextrous in the use of this tool and to be able to interpret and anticipate requires sound knowledge and practice.
Content of the course centres around cardiac physiology and pathophysiology, understanding bedside cardiac monitors, interpreting the single lead ECG, the 12-lead ECG and the development of dexterity in using these assessment tools.

Start dates:
September 23, 1981
March 24, 1982

Pharmacology for Registered Nurses **PHAR 900**

Monday, 1730-2030 hrs.
Nightingale Campus
45 hours
Fee: $75.00

The purpose of this course is to update registered nurses in pharmacology. It includes: a review of the basics of pharmacology; sources of information about drugs; calculation of drug overdose/metric conversions; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content will be presented through lectures, discussions and individual study.

Start date:
September 8, 1981

Renal Physiology **NURS 903**

Tuesday, 1800-2030 hrs.
Nightingale Campus
20 hours
Fee: $40.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: To obtain an in-depth understanding of the functioning of the kidneys. Starting with a review of basic anatomy and physiology of the renal system, the main portion of the classes will examine physiological processes in depth. Current findings and thinking will be incorporated into the presentations. As well, there will be sessions on the application of normal physiology to pathology.

Start date:
October 6, 1981

Blood and Immunity **NURS 904**

Tuesday, 1800-2030 hrs.
Nightingale Campus
13 hours
Fee: $30.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: An indepth study of the constituents of blood with special emphasis on erythropoiesis, phagocytosis, antibody production, immunity, clotting process, blood groupings. Topics in pathophysiology will be included.

Start dete:
March 2, 1982

Updates in Psychiatric Nursing

Menagement of Aggressive Hostile Behaviour **NURS 910**

Wednesdey, 0900-1700 hrs.
Nightingale Campus
10 hours
Fee: $35.00

Prerequisite: Registered nurse, Allied Health Professionals.
Course Content: The role of aggression in adult life and its place in psychopathology will be examined. Most of the time will be spent discussing clinical situations and techniques for reducing hostility and aggressive behaviour. The reactions of the health worker to patients and how these reactions can be used to sustain or relieve situations will be explored.

Start detes:
October 7, 1981
January 20, 1982

The Difficult Patient (Borderline Patient) **NURS 912**

Wednesday, 0900-1700 hrs.
Nightingale Campus
10 hours
Fee: $35.00

Prerequisite: Registered Nurse, Allied Health Professionals.
Course Content: To examine borderline illness, the clinical concept, developmental theory and current thinking on treatment. The second major focus is to examine the clinical management of this patient in both short- and long-stay treatment programs.

Start dates:
Novembar 11, 1981
March 24, 1982

HEALTH SCIENCES

The Affective Disorders **NURS 916**

Wednesday, 0900-1700 hrs.
Nightingale Campus
10 hours
Fee: $35.00

During the 1970's increasing attention has been focused on depression and other affective disorders. Indeed, depression has seemed so universal that some journalists have declared we are in the 'age of melancholy'. We all experience depression but what happens when we can't shake it off?
This course will review the many facets of the depressive disorders ranging from reactive depression to incapacitating psychotic depression. Elation and mania will be considered. A special section will examine the alarming increase in adolescent depression and suicide attempts.
A review of epidemiology, psychodynamics and treatment (short and long term) will be included. Stress will be placed on clinical interventions which encourage improved coping mechanisms. Management of the extremely suicidal patient will be explored.

Start detes:
Decembar 9, 1981
April 28, 1982

The Therapist Role: A Function of Psychiatric Nursing **NURS 920**

Wednesday, 0900-1700 hrs.
Nightingale Campus
10 hours
Fee: $35.00

This course is directed at those health professionals who are interested in working more intensively and effectively with patients or clients with disturbed communication patterns. Health professionals are taking a role of increasing responsibility in the therapeutic treatment of psychiatric patients. Focus will be on the psychotherapeutic process and application of counselling skills.
Participants will be expected to apply theory to a specific case during the course.
Enrolment will be limited.

Start dete:
October 21, 1981
February 24, 1982

Advanced Physiology

Raspiratory Physiology **NURS 902**

Tuesday, 1800-2000 hrs.
Nightingale Campus
12 hours
Fee: $25.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: Respiratory processes are studies in depth, concluding with discussions of common abnormalities resulting from respiratory insufficiency, or respiratory control.

Start date:
Novembar 24, 1981

Advancad Physiology: Endocrine System **NURS 919**

Tuesday, 1800-2100 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Prerequisite: Basic course in anatomy and physiology.
This course is concerned primarily with the physiological regulation and control of different metabolic processes occurring within the body.
Relevant topics in pathophysiology will be included in the content.

Start dete:
April 6, 1982

Physiology of the Cardiovascular System **NURS 924**

Tuesday, 1800-2100 hrs.
Nightingale Campus
15 hours
Fee: $30.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: This course examines the structure and function of the cardiovascular system under normal and pathological conditions. Attention is focussed on cardiophysiology, and the integrative aspects of the cardiovascular system.

Start date:
January 19, 1982

Hospitality

Certificata Course in Haute Cuisina

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisina Progrem

Introduction applies to first five courses only.

Small Quantity Food (Basic) FP 730X

Monday, Tuesday or Wednasday 1800-2200 hrs.
Kansington Campus
60 hours
Faa $85.00
Matarials: $55.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start datas:
Septambar 21, 1981
February 1, 1982

Baking (Basic) BK 610X

Monday,1800-2200 hrs.
Kansington Campus
40 hours
Faa: $45.00
Matarials: $30.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start datas:
Septambar 28, 1981
January 18, 1982

Small Quantity Food (Advanced) FP 731X

Thursday, 1800-2200 hrs.
Kensington Campus
60 hours
Faa: $85.00
Matariels: $70.00

Prerequisite: Basic Small Quantity Food. FP 730X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start dates:
Septembar 24, 1981
February 4, 1982

Baking (Advancad) BK 634X

Wednasday, 1800-2200 hrs.
Kansington Campus
40 hours
Faa: $45.00
Matariels: $35.00

Prerequisite: Basic Baking. BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start datas:
Septambar 30, 1981
January 13, 1982

Appraciation of Winas Spirits end Liquaurs F 807

Tuasday, 1800-2200 hrs.
Kansington Campus
30 hours
Faa: $45.00
Matariels: $55.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited.

Start datas:
October 6, 1981
Janury 12, 1982

Chinasa Cuisine F 810

Tuasday, 1900-2200 hrs.
Kansington Campus
30 hours
Faa: $50.00
Matariels: $25.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start datas:
September 29, 1981
January 19, 1982

Advancad Wina Appraciation F 811

Wadnesday, 1900-2200 hrs.
Kansington Campus
30 hours
Faa: $50.00
Matariels: $105.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.
Enrolment limited.

Start datas:
Septambar 30, 1981
January 20, 1982

Junior Gourmat Cooking F 815

Saturday, 1000-1300 hrs.
Kansington Campus
30 hours
Faa: $45.00
Matariels: $30.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start datas:
October 10, 1981
April 10, 1982

Junior Gourmat Cooking (Advancad) F 819

Saturday, 1000-1300 hrs.
Kansington Campus
30 hours
Faa: $45.00
Matariels: $30.00

Prerequisites: Junior Gourmet Basic FB15.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 9, 1982

Mixology (Cocktail Bartanding) 8AR 503X

Monday, 1900-2200 hrs.
Kansington Campus
30 hours
Faa: $45.00
Matariels: $30.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start datas:
Octobar 5, 1981
Janury 11, 1982

Maat Trada Thaory Retail Maat Cutting MC 613X

Tuasday, 1900-2200 hrs.
Kansington Campus
60 hours
Faa: $65.00
Matariels: $10.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start date:
October 6, 1981

Decorating Craft 8K 639X

Tuasday, 1900-2200 hrs.
Kansington Campus
60 hours
Faa: $65.00
Matariels: $20.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions — techniques and methods.

Start date:
September 29, 1981

Maat Cutting for tha Home Enthusiast F 817

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Faa: $45.00
Matariels: $120.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start datas:
October 5, 1981
Janury 18, 1982

Sansory Evaluation F832

Wadnasday, 1900-2100 hrs.
Kansington Campus
21 hours
Faa: $50.00

Prerequisite: 19 years of age and up.
Course Content: To develop an understanding of how your taste buds work and react in the evaluation of food and drink.
Experiments and lectures will be conducted each evening. Topics covered will include defective wines, wine components in various solutions, acids, sugars and various senses. The students will experiment mainly with their sense of smell, touch and taste in identifying qualities and defects in wines, as well as potential qualities.

Start data:
April 7, 1982

Junior Gourmat Baking F833

Saturday, 0900-1300 hrs.
Kansington Campus
30 hours
Faa: $45.00
Matariels: $15.00

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques wheats, practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Start datas:
Septambar 19, 1981
Janury 16, 1982

Outdoor Cooking for Camping Enthusiasts F834

Tuasdey, 1800-2100 hrs.
Kansington Campus
19 hours
Faa: $45.00
Materiels: $15.00

Course Content: The course will demonstrate how to cook out-doors in a camping environment, site selection and how to build a woodfire and use of Coleman and propane stoves.
Food handling, safety and storage are highlighted. Menu ideas for short and long camping expeditions for demonstration on how to prepare these items, e.g., bannock, hunters stew, breakfast cookery and dehydrated foods.

Start data:
June 26, 1982

Vagatarian Cookery F835

Tuasday and Thursdey
1800-2100 hrs.
Kansington Campus
30 hours
Faa: $50.00
Matariels: $15.00

Course Content: An introduction to vegetarian cooking including identifying and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling.
Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Start datas:
Septembar 29, 1981
Janury 19, 1982

Assistant Summar Camp Cook — Laval I FP 903

Saturday, 1300-1830 hrs.
Kensington Campus
20 hours
Fae: $15.00

Course Content: Quantity cooking — soups, sauces, salads, meats, vegetables, pasta, rice and breakfast cookery. The course will also provide a practical and safety oriented working knowledge of quantity kitchen equipment, care and cleaning of same, plus the mise en place of a quantity cooking area. Sanitation training program No. 4 will consist of: home study, practical re-inforcement in class work habits and the passing of a supervised written exam.

Start date:
April 24, 1982

Assistant Camp Cook Laval II FP 904

Saturday, 0900-1400 hrs.
Kansington Campus
20 hours
Fae: $15.00

Course Content: The course will also provide a practical and fundamental working knowledge of kitchen management, kitchen organization, advance food preparation, store-room organization, inventory and food portioning control. Sanitation training program No. 4 will consist of: home study, practical re-inforcement in class work habits and the passing of a supervised written exam.

Start date:
April 24, 1982

Cook's Assistant (Grada Menagar) FP 905

Monday to Friday
1630-2130 hrs.
Kensington Campus
25 hours
Fee: $15.00

Course Content: Cold food preparation — salads, crudities, sandwiches, poultry, cold meats, cheeses, fruit, and cold desserts.
The course will also provide a practical and safety oriented working knowledge of garde manger equipment, refrigerators, freezers, temperatures, and storage, plus the mise en place of garde manger area. Work attitide and, relations will be stressed throughout the course.
Sanitation training program No. 4 consists of: home study, practical re-inforcement in class work habits and the passing of a supervised written exam. "

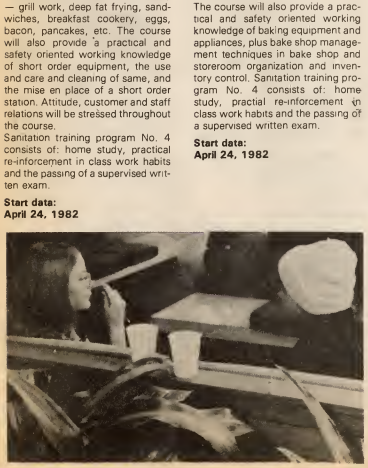
Start date:
April 24, 1982

Cook's Assistant FP 906

Monday to Friday
1630-2130 hrs.
Kensington Campus
25 hours
Fee: $15.00

Course Content: Fast food cookery — grill work, deep fat frying, sandwiches, breakfast cookery, eggs, bacon, pancakes, etc. The course will also provide a practical and safety oriented working knowledge of short order equipment, the use and care and cleaning of same, and the mise en place of a short order station. Attitude, customer and staff relations will be stressed throughout the course.
Sanitation training program No. 4 consists of: home study, practial re-inforcement in class work habits and the passing of a supervised written exam.

Start date:
April 24, 1982



Assistant Summar Camp Bakar — Laval I FP 907

Saturday, 1330-1830 hrs.
Kensington Campus
20 hours
Fee: $15.00

Course Content: Basic camp baking — bread making, pie dough, pie fillings, cakes, icings, and cookies.
The course will also provide a practical and safety oriented working knowledge of bake shop equipment and tools, plus the mise en place of a baking area. Work attitude and staff relations will be stressed throughout the course.
Sanitation training program No. 4 consists of: home study, practical re-inforcement in class work habits and the passing of a supervised written exam.

Start date:
April 24, 1982

Assistant Camp Bakar Laval II FP 908

Saturday, 1330-1730 hrs.
Kensington Campus
20 hours
Fee: $15.00

Course Content: Quantity baking of specialized items — cake and cake decorations, cream pies, pastries, and donuts.
The course will also provide a practical and safety oriented working knowledge of baking equipment and appliances, plus bake shop management techniques in bake shop and storeroom organization and inventory control. Sanitation training program No. 4 consists of: home study, practial re-inforcement in class work habits and the passing of a supervised written exam.

Start date:
April 24, 1982

Food Service Facilities Development Planning and Design FSF 900

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

A course for experienced operators of food service facilities, developers or designers The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the faculty course instructor and industry representatives. Assignments, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to: manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrollment is limited.

Start dates:
October 5, 1981
January 18, 1982

Certificate in Business Management Studies (Hospitality/Tourism Industry)

Each of the following courses is complete in itself. Successful completion of 6 of the 8 courses qualifies the participant for a certificate from Ministry of Colleges and Universities in Business Management Studies. These courses can also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management. For information concerning the specific requirements for the certificate phone 967-1212 extension 613.
The course fee includes the cost of materials.

Purchesing for Hospitality ACC 108X

Thursdey, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing and Profits; Setting Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Start dates:
October 8, 1981
January 21, 1982

Food and Beverage Cost Control ACC 210X

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Start dates:
October 5, 1981
January 18, 1982

Front Office Operation HIND 222X

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start dates:
October 1, 1981
Janyery 21, 1982

Business Law OMDP 918

Monday (Fall Term)
Thursday (Wintar Tarm)
1830-2130 hrs.
Kensington Campus
30 hours
Fee: $80.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collections; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants.

Start dates:
October 5, 1981
January 21, 1982

Financial Menagament for Hospitality/ Tourism OMDP 919

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $80.00

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start dates:
October 7, 1981
January 20, 1982

Effective Supervision in Hospitality/ Tourism OMDP 920

Tuesdey, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $80.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start datas:
October 6, 1981
Jenuery 19, 1982

Marketing for the Hospitality Industry OMDP 921

Wednesdey, 1830-2130 hrs.
Kensington Campus
30 hours
Faa: $80.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food and Beverage Sales; Relating All Management Decisions to Marketing.

Start dates:
October 7, 1981
January 20, 1982

Sanitation and Safety SAN 100X

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00

Course Content: To understand the significance of sanitation in food service and also provides the practical knowledge needed to implement a sanitation program in any kitchen. It stresses the importance of the food poisoning problem of today and shows how important sanitation is from an economic, legal and moral point of view. It attempts to correct the misconception that sanitation is visual cleanliness (good old-fashioned housekeeping) by emphasizing the concept of bacteriological cleanliness. It describes the basic facts of bacteriology in terms the layman can understand and shows the importance of sanitation from a profit and loss standpoint. Included in this program is the National Sanitation course produced by the Canadian Restaurant and Food Services Association and a Saint John's Ambulance safety course. Graduates receive accreditation for both of these courses in addition to the Sanitation Nutrition and Safety Program.

Start dates:
Octoher 7, 1981
January 20, 1982

Saturdey Morning At The Market F 830

Saturdey, 0800-1200 hrs.
Kensington Campus
4 hours
Fee: $15.00

Course Content: Toronto's Saturday morning markets are one of the best features of city life. Come and learn how to explore, shop and enjoy the fascinating and vibrant St. Lawrence market. You will go through the market with a fully qualified chef instructor learning how to buy seafood, vegetables, meats, poultry, cheeses, coffees and a host of delicacies. On return to the college the instructor will demonstrate how to create fascinating brunches and entrees using fresh market products. Enrolment is limited.

Start dates:
September 12 and 26, 1981
October 10 and 24, 1981
Novamber 7 and 21, 1981
Dacamber 5, 1981
January 9 and 23, 1982
Fabruary 13 and 27, 1982
March 13 and 27, 1982
April 10 and 24, 1982

Dining Out: A Guidad Tour of Toronto's Most Intaresting Restaurants F 831

Tuesdey, 1800-2200 hrs.
Kensington Campus
20 hours
Fee: $40.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Country's discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
September 22, 1981
October 27, 1981
January 12, 1982
Fabruary 16, 1982
March 22, 1982

INDUSTRIAL TRAINING

INDUSTRIAL TRAINING

Industrial Training

An Introduction to Real Estate Segment I **RE 900A**

Monday to Friday
6 hours daily
Monday and Wednesday or Tuesday and Thursday
3 hours daily
St. James Campus
30 hours
Fee: $75.00

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.
Fee includes text book.

An Introduction to Real Estate — Segment II **RE 900B**

Monday to Friday
6 hours daily
Monday and Wednesday or Tuesday and Thursday
3 hours daily
St. James Campus
60 hours
Fee: $125.00

Prerequisites: Evidence of completion of Segment I: 75% pass mark on the examination for Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.
Fee includes text book.

An Introduction to Real Estate — Segment III **RE 900C**

Monday to Friday
6 hours daily
Monday and Wednesday or Tuesday and Thursday
St. James Campus
60 hours
Fee: $140.00

Prerequisites: Evidence of completion of: Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Fee includes text book.

Principles of Mortgage Financing **RE 902**

Monday to Friday
4 hours daily
College Campus
40 hours
Fee: $120.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.
Fee includes text book.

Principles of Appraisal **RE 903**

Monday to Friday
4 hours daily
College Campus
40 hours
Fee: $120.00

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.
Fee includes text book.

Commercial Real Estate **RE 904**

Monday to Friday
4 hours daily
College Campus
40 hours
Fee: $120.00

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.
Fee includes text book.

Real Property Law **RE 905**

Monday to Friday
4 hours daily
College Campus
40 hours
Fee: $120.00

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of the real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review.
Fee includes text book.
Note: For information on start dates for the Real Estate course phone 967-1212, ext. 595.

Transport Driving **TRANS 900**

Saturday, 0830-1800 hrs.
St. James Campus
60 hours
Fee: $290.00

Prerequisite: Class "D" License. One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Start date:
September 12, 1981

Driver Training **TRANS 901**

Saturday, 0800-1800 hrs.
St. James Campus
60 hours
Fee: $290.00

Prerequisite: Class "G" license and one year's experience driving an automobile or "G" license vehicle.

Start date:
September 12, 1981

Transport Driver Trainer **TRANS 903**

St. James Campus
30 hours
Fee: $115.00

Prerequisite: Current Ontario driver's license and 5 year's experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

NOTE: For information on start dates of truck driving courses, phone 967-1212 ext. 283/4/5.

MATHEMATICS & SCIENCE

Mathematics

Mathematics I MATH 100X

Tuesday (Fall and Winter)
Tuesday and Thursday (Spring)
1900-2200 hrs.
Cese Loma Cempus
60 hours
Fae: $65.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equations, graphs of quadratics, graphs of the trig. functions, oblique triangles, exponents and radicals.

Start dates:
September 22, 1981
January 26, 1982
April 27, 1982

Mathemetics I MATH 200X

Tuesday (Fall and Winter)
Tuesday and Thursday (Spring)
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry: Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates:
Saptember 22, 1981
Janury 26, 1982
April 27, 1982

Methemetics MATH 530X

Tuesday, 1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Start dates:
September 22, 1981
Jenuery 26, 1982

Trede
Mathematics I MATH 610X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start dates:
September 22, 1981
Jenuery 26, 1982

Treda
Methemetics II MATH 630X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fae: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation.

Start dates:
September 22, 1981
Jenuery 26, 1982

Methamatics
for Nursing MATH 955

Monday, 1900-2200 hrs.
Cese Loma Campus
45 hours
Faa: $60.00

This course is designed to prepare those intending to enter a career in nursing and whose mathematics capability is such that the skills required are in need of upgrading. The course is also intended for those already in related nursing fields and who wish to update and refresh their computational skills.

Start dete:
Febreury 22, 1982

Computer

Introductory Microcomputer
Programming PRGM 925

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $65.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start dates:
Saptember 23, 1981
Jenuery 27, 1982
April 29, 1982

Microcomputar Programming
Tachniques PRGM 935

Monday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $65.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudocode; program documentation. sorting techniques including Babblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

Stert dates:
September 21, 1981
January 25, 1982
April 26, 1982

Physical Science

Machenics I MECH 100X

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start dates:
September 16, 1980
Jenuary 26, 1981

Physics PHY 910

Saturday, 0900 hrs.
St. James Campus
15 hours
Fee: $20.00

Course Content: Measurement; matter; work and energy; simple machines, buoyancy and specific gravity; force and pressure; gases and pressure; heat; electricity; light and colour.

Start dete:
Octobar 3, 1981

Health Science

Pre-Nursing
Biology BIO 910

Wednesdey, 2000-2200 hrs.
Locetion to be announcad
30 hours
Faa: $45.00

To introduce students to the concepts of biology necessary for entrance into Nursing Diploma and Dental Programs. To be taken in conjunction with CHEM 910 unless directed otherwise.

Start dete:
February 23, 1982

Pre-Nursing
Chemistry CHEM 910

Wednesdey, 1800-2000 hrs.
Locetion to be ennounced
30 hours
Fee: $45.00

To introduce students to the concepts and formulas of chemistry necessary for entrance into Nursing Diploma and Dental Programs.
To be taken in conjunction with BIO 910 unless directed otherwise.

Stert dete:
February 23, 1982

Medical Terminology
Pert I ANAT 100X

Tuesdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems.
NOTE: ANAT 100X is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start dates:
Septamber 14, 1981
Janury 18, 1982

Pre-Health Science

Pra-Health Science Progrem

Monday to Friday
0800-1500 hrs.
St. James Campus
15 weeks
Fee: $220.00 (plus $10 00 for First Aid Examination Fee)

The following courses are offered as a daytime program, from 0800 to 1500 Monday to Friday at St. James Campus. Students enrolling in individual courses must enquire about the times of classes. All applications are processed by the Health Science Division. Phone 967-1212, ext. 275/6.

Start dates:
August 31, 1981
Janury 4, 1982
March 1, 1982

Pra-Health
English ENG 700

96 hours
Fee: $45.00

This course will concentrate on basic vocabulary, spelling, comprehension and grammatical skills. Composition and report writing will be stressed including research techniques and correct format for bibliographies and footnotes. Oral skills and interpersonal communications techniques will also be stressed.

Mathamatics for
Health Sciences MATH 700

80 hours
Fee: $40.00

Units of measurement with emphasis on SI basic operations and fundamental arithmetic involving fractions, decimals, percentages, ratio and proportion, elementary algebra and equations.

Physics for
Health Sciencas PHY 700

64 hours
Fee: $30.00

Math related to physics, motion, forces, vectors, work and energy; physics of fluids, gas laws, heat, waves, sound, hearing, light, vision, electricity, instrumentation and safety.

Chamistry for
Health Sciencas CHEM 700

48 hours
Faa: $25.00

Basic chemical principles required for life sciences and the chemistry of the important biological molecules.

Introductory Biology
for Health Sciences BIO 700

80 hours
Fee: $40.00

To introduce students to the concepts of biology necessary for entrance into health science programs. Includes human biology and physiology.

Introduction to
Socie! Sciences SOC 700

64 hours
Fee: $30.00

This course will introduce the student to various aspects of man as a social animal. Basic principles of individual behaviour, group behaviour, human freedom and responsibility will be examined.

Human Ralations HR 700

32 hours
Fee: $15.00

An application of interdisciplinary techniques and principles which will better equip the student to enter his/her chosen career. This course will include community resources, career counselling, study skills and field trips.

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1980/81. In subsequent years other optional courses will be offered.
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 523.

Orgenic Coetings COAT 901

Thursday, 2000-2200 hrs.
St. James Campus
60 hours
Fee: $75.00

Introduction, oils, solvents, pigments, natural and synthetic resins, driers and additives, formulation, formation and structure of coating films, lacquers, varnishes, trade sales (solvent based, water borne), industrial, corrosion/chemical resistant, powder coatings, specialty coatings, inks, surface preparation, dispersion and application methods.

Start dete:
Octobar 1, 1981

Non-Polymaric
Constituents COAT 906

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Detailed study of pigments, solvents, flame retardants, surfactants, additives for solvent based and water-borne coatings and plasticizers

Start dete:
September 29, 1981

Paint Flow end
Pigment Disparsion COAT 908

Tuesdey, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Viscosity, viscometers, conversions of viscosity units; factors affecting viscosity of paints, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser

Start dete:
February 2, 1982

Coatings Laboratory COAT 907

Wednesdey, 1800-2200 hrs.
St. Jemas Campus
60 hours
Fea: $85.00

Prerequisite: COAT 901 or equivalent.
Testing of raw materials: solvents, pigments, binders. Preparation and testing of coatings: solvent based, water borne paints, varnishes, lacquers. Report writing. Enrollment limited.

Start dates:
Septembar 30, 1981
February 3, 1982

Coatings Technology
1st Yaer

Saturdey, 0900-1500 hrs.
St. James Campus
180 hours
Fee: $215.00

The first year of a two-year program towards the Basic Coating Certificate issued jointly by George Brown College and the T S C.T Courses included in year I are CHEM 912, CHEM 913, COAT 901, COAT 907, and PHY 910.

Start dete:
October 3, 1981

MATHEMATICS & SCIENCE

Pre-Technology

Pre-Technology Courses

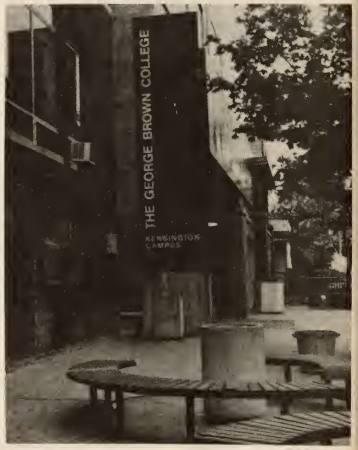
Monday to Friday
0800-1500 hrs.
Casa Loma Campus
Fee: $385.00

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. by taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.
The courses are offered as a day time package. Students wishing to enrol in individual classes must enquire qbout the scheduled times and fees by phoning 967-1212, ext. 426.

MATH 913 — Pre-Technology Mathematics
MATH 914 — Computer Studies
PHY 911 — Introductory Physics
ENG 920 — English A Language Development
HR 900 — Liberal Studies, Life Skills and Human Relations
SC 900 — Introduction to Engineering Science
EL 914 — Introductory Electricity
MECH 907 — Precision Measurement
DRAFT 903 — Drafting
CHEM 914 — Introductory Chemistry
ENG 921 — English B Applied Communications
ELTC 922 — Introductory Electronics
MECH 908 — Introductory Metallurgy

Academic Upgrading/ College Preparatory

For Mathematics and Science Upgrading courses see the English and Liberal Studies section.



THEATRE & DANCE

THEATRE & DANCE

Acting

The three levels of Acting are offered for two terms of eight weeks each, six hours per week. The fall term begins October 5, 1981 and the Spring term on February 1, 1982. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)
All students wanting to enrol in these courses are required to attend a preliminary session one week prior to the start of each term, i.e. Monday, September 28, 1981 at 1900 hrs. and Monday, January 25, 1982 at 1900 hrs. Registration will take place at this time.
This orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group which is to everyone's advantage.

Acting (Beginners) THEA 900

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Intermediate) THEA 901

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Continuation in greater depth of THEA 900.

Acting (Advanced) THEA 924

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes.

School of Dance Regular Courses

Pre-Ballet
Term 1 DA 900A

Saturday, 0900-1000 hrs.
Fee: $95.00

A special course aimed at encouraging creativity, body and spatial awareness and rhythmic sense as a preparation for more formal ballet training.

Pre-Ballet
Term 2 DA 900B

Saturday, 0900-1000 hrs.
Fee: $95.00

Continuation of DA 900A.

Pre-Ballet
Additional Training DA 900Z

Variable hours for DA 900A-B.

Ballet — Form 1
Term 1 DA 901A

Wednesday, 1645-1745 hrs.
Saturday, 1000-1100 hrs.
Fee: $165.00

The classical style of ballet, taught in a carefully graded curriculum, drawing on the Cecchetti, Royal Academy of Dance, Bournonville, French and Russian techniques. Students must attend a minimum of two ballet classes per week but will be encouraged to take the maximum available at their level. A charge of $50.00 per level, for each additional class taken beyond the compulsory ones.

Ballet — Form 1
Term 2 DA 901B

Wednesday, 1645-1745 hrs.
Saturday, 1000-1100 hrs.
Fee: $165.00

Continuation of DA 901A.

Ballet — Form 1
Additional Training DA 901Z

Variable hours for DA 901A-B.

Ballet — Form 2
Term 1 DA 902A

Tuesday, 1730-1830 hrs.
Friday, 1645-1745 hrs.
Fee: $165.00

Ballet Form 2
Term 2 DA 902B

Tuesday, 1730-1830 hrs
Friday, 1645-1745 hrs.
Fee: $165.00

Continuation of DA 902A.

Ballet — Form 2
Additional Training DA 902Z

Ballet — Form 3
Term 1 DA 903A

Wednesday, 1815-1930 hrs.
Saturday, 1115-1230 hrs.
Fee: $165.00

Ballet — Form 3
Term 2 DA 903B

Wednesday, 1815-1930 hrs.
Saturday, 1115-1230 hrs.
Fee: $165.00

Continuation of DA 903A.

Ballet — Form 3
Additional Training DA 903Z

Variable training hours for DA 903A-B.

Ballet — Form 4
Term 1 DA 904A

Monday, 1700-1815 hrs.
Friday, 1800-1915 hrs.
Fee: $165.00

Ballet — Form 4
Term 2 DA 904B

Monday, 1700-1815 hrs.
Friday, 1800-1915 hrs.
Fee: $165.00

Continuation of DA 904A.

Ballet — Form 4
Additional Training DA 904Z

Variable training hours for DA 904A-B.

Ballet — Form 5
Term 1 DA 905A

Tuesday, 1645-1815 hrs.
Thursday, 1645-1815 hrs.
Fee: $165.00

Ballet — Form 5
Term 2 DA 905B

Tuesday, 1645-1815 hrs.
Thursday, 1645-1815 hrs.
Fee: $165.00

Continuation of DA 905A.

Ballet — Form 5
Additional Training DA 905Z

Variable training hours for DA 905A-B.

Ballet — Form 6
Term 1 DA 906A

Tuesday, 1830-2000 hrs.
Thursday, 1830-2000 hrs.
Fee: $165.00

Ballet — Form 6
Term 2 DA 906B

Tuesday, 1830-2000 hrs.
Thursday, 1830-2000 hrs.
Fee. $165.00

Continuation of DA 906A

Ballet — Form 6
Additional Training DA 906Z

Variable training hours for DA 906A-B.

Boys' Coaching
Term 1 DA 911A

Fee: $95.00

Special ballet classes for male dancers.

Boys' Coaching
Term 2 DA 911B

Fee: $95.00

Continuation of DA 911A.

Boys' Coaching
Additional Training DA 911Z

Variable training hours for DA 911A-B.

Composite Courses
(Form 3 to Form 6)

These special courses are designed to provide a more all-round training for those students interested in dance

Ballet Form 3 Composite
Term 1 DA 928A
Wednesday and Saturday
Fee: $200.00

Prerequisite: Form 2 or permission of Director.
Designed for the serious Form 3 student who wishes to attend more than two ballet classes per week.

Ballet Form 3 Composite
Term 2 DA 928B
Wednesday and Saturday
Fee: $200.00

Prerequisite: Form 3 Composite Term I or permission of Director.
Continuation of Ballet Form 3 Composite, Term 1

Composite Additional
Treining Form 3 DA 928Z

THEATRE & DANCE

Ballet Form 4 Composite
Term 1 DA 929A
Monday, Friday and Saturday
Fee: $200.00

Prerequisite: Ballet Form 3 or permission of Director.
Designed for the serious Form 4 student who wishes to attend more than two ballet classes per week.

Ballet Form 4 Composite
Term 2 DA 929B
Monday, Friday and Saturday
Fee: $200.00

Prerequisite: Form 4 Composite Term 1 or permission of Director.
Continuation of Ballet Form 4 Composite Term 1.

Composite Additional
Training Form 4 DA 929Z

Composite Form 5
Term 1 DA 916A

Tuesday
1645 hrs. (Ballet)
Thursday
1645 hrs. (Ballet)
1830 hrs. (Mime)
Fee: $225.00

Composite Form 5
Term 2 DA 916B

Fee: $225.00

Continuation of DA 916A

Composite Form 5
Additional Training DA 916Z

Variable training hours for DA 916A-B.

Composite Form 6
Term 1 DA 917A

Tuesday
1830-2000 hrs. (Ballet)
1700-1815 hrs (National Dance)
Thursday
1830-2000 hrs. (Ballet)
Fee: $225.00

Composite Form 6
Term 2 DA 917B

Fee: $225.00

Continuation of DA 917A.

Composite Form 6
Additional Training DA 917Z

Variable training hours for DA 917A-B.

All courses listed above lead to entry into the two-year diploma program designed to prepare the student for a professional career in dance. Admissions requirements for this program are the Ontario Secondary School Graduation Diploma or equivalent, advanced level ballet and an audition.

Pre Professional Course
(Form 6 Intermediate)

Designed for students wishing a more intensive training and who are interested in a professional career in dance. These courses involve an average of 2 classes per day, five days per week. Arrangements can be made with some high schools to finish academic subjects early enough to arrive at the School of Dance for the usual 1515 hrs. start time. For further information on these courses, contact the School of Dance directly at (416) 363-9945.

Pre-Professional — Form 6
Term 1 DA 922A

Fee: $260.00

Pre-Professional — Form 6
Term 2 DA 922B

Fee: $260.00

Pre-Professional — Form 6
Additional Treining DA 922Z

Ballet Pre-Elementary/ Pre-Professional DA 927A
Term 1
Fee: $295.00

Prerequisite: Form 6 or permission of Director.

Ballet Pre-Elementary/ Pre-Professional DA 927B
Term 2
Fee: $295.00

Prerequisite: Ballet Pre-Elementary Term 1.

Ballet Pre-Elementary/ Pre-Professional (Additional Training) DA 927Z

Pre-Professional — Elementary
Term 1 DA 923A

Fee: $295.00

Pre-Professional — Elementary
Term 2 DA 923B

Fee: $295.00

Pre-Professional — Elementary
Additional Training DA 923Z

Pre-Professional — Intermediate
Term 1 DA 924A

Fee: $310.00

Pre-Professional — Intermediate
Term 2 DA 924B

Fee: $310.00

Pre-Professional — Intermediate
Additional Treining DA 924Z

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.
Fees are based on one class per week. Students may register for more than one class per week within their level.

Ballet 1
Term 1 NPDA 950A

Monday to Friday
1800-2100 hrs.
Fee: $95.00

These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of dance.

Ballet 1
Term 2 NPDA 950B

Fee: $95.00

Continuation of NPDA 950A.

Ballet 1
Additional Training NPDA 950Z

Variable training hours for NPDA 950A-B.

Ballet 2
Term 1 NPDA 951A

Monday t Friday
1800-2100 hrs.
Fee: $95.00

Continuation of NPDA 950B

Ballet 2
Term 2 NPDA 951B

Fee: $95.00

Continuation of NPDA 951A.

Ballet 2
Additional Training NPDA 951Z

Variable training hours for NPDA 951A-B

THEATRE & DANCE

Ballat 3
Term 1 **NPDA 952A**

Monday, Wednesday and Friday
1800-2100 hrs.
Fee: $95.00

Continuation of NPDA 951B.

Ballat 3
Tarm 2 **NPDA 952B**

Fee: $95.00

Continuation of NPDA 952A.

Ballet 3
Additional Training **NPDA 952Z**

Variable training hours for NPDA 952A-B.

Ballet 4
Term 1 **NPDA 953A**

Monday, Wednesday and Thursday
1800-2100 hrs.
Fee: $95.00

Continuation of NPDA 952B.

Ballet 4
Tarm 2 **NPDA 953B**

Fee: $95.00

Continuation of NPDA 953A.

Ballet 4
Additional Training **NPDA 953Z**

Variable training hours for NPDA 953A-B.

Ballet 5
Term 1 **NPDA 954A**

Tuesday, Thursday and Friday
1800-2100 hrs.
Fee: $95.00

Continuation of NPDA 953B.

Ballet 5
Tarm 2 **NPDA 954B**

Fee: $95.00

Continuation of NPDA 954A

Ballet 5
Additional Training **NPDA 954Z**

Variable training hours for NPDA 954A-B.

Jazz Beginners
Term 1 **NPDA 955A**

Tuesday and Thursday
1800-2100 hrs.
Fee: $95.00

Jazz Beginners
Term 2 **NPDA 955B**

Fee: $95.00

Continuation of NPDA 955A.

Jazz Beginners
Additional Training **NPDA 955Z**

Variable training hours for NPDA 955A-B.

Jazz Intermediate
Term 1 **NPDA 956A**

Tuesday, 1845-2015 hrs.
Fee: $95.00

Jazz Intermediate
Term 2 **NPDA 956B**

Fee: $95.00

Continuation of NPDA 956A.

Jazz Intermediate
Additional Training **NPDA 956Z**

Variable training hours for NPDA 956A-B.

Jazz Advanced
Term 1 **NPDA 957A**

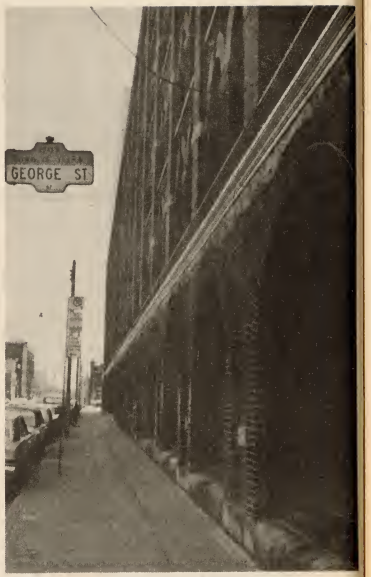
Day and time to be announced.
Fee: $95.00

Jazz Advanced
Term 2 **NPDA 957B**

Fee: $95.00

Jazz Advanced
Additional Training **NPDA 957Z**

Variable training hours for NPDA 957A-B.



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The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

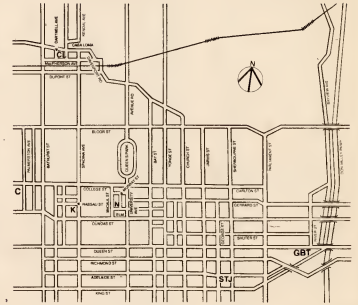
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street E.

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E



Registration Application Information

George Brown College
How to Register for Part-Time Courses by Mail

1. We encourage in-person registration after August 22.
2. Select your course(s) from the 1981/82 Continuing Education (Part-Time) Calendar.
3. Courses on different campuses require separate application forms and separate cheques.
   The form may be used for two courses on the same campus which can be paid for with a single cheque.
4. Complete the Registration Application Form.
   a) The personal data requested is required to assist the College in maintaining its records and providing a better picture of the population we serve. All information is kept confidential and may only be released with your written permission.
   b) Employers name and business phone number is helpful in contacting you in case of course changes or over-subscribed classes.
   c) Copy the course name and the code beside it from the calendar into the space provided.
   d) Convert **Start Date** desired to **Day/Month/Year** format.
   e) Calculate **Hours Per Night** and enter correct number in the appropriate box for day(s) of the week
      Note: Time is given in 24-hour format.
   f) Copy **Fees** (**Tuition Fee** *and* **Material Fee** or **Equipment Fee** if any) into correct boxes and calculate total payment required. Prepare your cheque for this amount.
   g) Sign and date form.
5. Mail completed form and cheque to:

   _____ **Campus Admissions Office**
   The George Brown College of Applied Arts and Technology
   P.O. Box 1015, Station 'B'
   Toronto, Ontario M5T 2T9

N.B. Fill in **Campus Name** from the course description on the application form and your envelope.

The George Brown College
of Applied Arts and Technology
P. O. Box 1015, Station B,
Toronto, Ontario M5T 2T9

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George Brown
The City College

George Brown
81|82
Continuing Education

258 Adelaide St. East
Toronto, Ontario M5A 1N1

George Brown
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KEY TO FORMAT

Campus Code
A – Adelaide
C – College
CL – Case Lotea
K – Kensington
St.J. – St. James
N – Nightingale

Days of the week
M – Monday
T – Tuesday
W – Wednesday
Th – Thursday
F – Friday
S – Saturday

Months of the Year
J – January
F – February
Ma – March
A – April
My – May
Ju – June

Other
Mat. – Materials
Equip – Equipment
Lab – Laboratory

ARCHITECTURAL	Code	Start Date	Campus	Fee	Day of Week
Air Conditioning	AIR 905	F1	CL	$95	(M,W)
Appliance Servicing — Pt 1	AP 903	J19	CL	$90	(T,TH)
Appliance Servicing — Pt 2	AP 904	J19	CL	$90	(T,TH)
Carpentry for the Homeowner — Basic	CAR 901	J21	CL	$40	(TH)
Architectural Drafting — Pt 1	DR 900	J25	CL	$65	(M,W)
Architectural Art & Presentation — Pt 1	DR 902	A19	CL	$35	(M,W)
Blueprint Reading — Construction Trades	DR 931	J25	CL	$90	(M,TH)
Process Piping Drafting — Pt 2	ENGR 829	M17	CL	$80	(M,W)
Heating					
Gas Fitter II	HT 907	F1,2	CL	$130	(M,W or T,TH)
Gas Fitter I	HT 910	F1,2	CL	$130	(M,W or T,TH)
Oil Burner II	HT 913	F1	CL	$95	(M,W)
Propane Gas	HT 919	F1	CL	$85	(M,W)
Masonry					
Bricklaying	MAS 900	J19	CL	$90	(T,TH)
Plumbing					
Plumbing Basic	PLUM 900	J18	CL	$90	(M,W)
Plumbing Qualifications	PLUM 902	J19	CL	$90	(T,TH)
Refrigeration					
Refrigeration — Pt 1	REF 900	J19	CL	$90	(T,TH)
Refrigeration — Pt 2	REF 911	F1	CL	$130	(M,W)
Construction & Engineering Surveying — Pt 2	SURV 901	J19	CL	$85	(T,TH)

BUSINESS AND COMMERCE

Certificate Programs are available in:
1. Accounting
2 Business Management
3. Records Management
4. Secretarial Practice
5 Marketing

Accounting I	ACC 100X	J18,A27	St.J.	$47	(T)
Accounting II	ACC 102X	J20,A28	St.J.	$70	(W)
Bookkeeping I	BOK 552X	J18,A26	St.J.	$47	(M)
Cost Accounting I	ACC 202X	J18,A26	St.J.	$47	(M)
Auditing & Taxation	ACC 205X	J20	St.J.	$47	(W)
Money, Banking & Finance	BUS 906	A26	St.J.	$70	(M)
Economics	EC 903	A26	St.J.	$110	(M,W)
Internal Control For Small Business	DMOP 926	J21,A29	St.J.	$85	(TH)
Organizational Behaviour	DMOP 927	J18,A26	St.J.	$75	(M)
Forecasting: Predicting Sales & Profits	DMOP 929	J21,A29	St.J.	$75	(TH)

Arbitrator's Institute of Canada — Telephone 487-8483

Arbitration I	ARB 750	J19	St.J.	$125	(T)
Arbitration II	ARB /51	J22	St.J.	$125	(TH)
Arbitration III	ARB 752	J20	St.J.	$125	(W)
Occupational Health and Safety	BUS 917	J20	St.J.	$75	(W)

Registered Industrial Accountant — St. James Campus for information

Business Management I	BUS 900A	A27	St.J.	$70	(T)
Business Management II	BUS 900B	J19	St.J.	$70	(T)
Marketing	MARK 100X	J20,A28	St.J.	$47	(W)
Marketing Research & Information Systems	MARK 202X	J19	St.J.	$70	(T)
Marketing Management I	MARK 205X	J21	St.J.	$47	(TH)
Marketing Law	LAW 900	J21,A29	St.J.	$90	(TH)
Retail Advertising Copy Writing (Adv)	MARK 902	J19	St.J.	$100	(T)
Industrial Marketing	MARK 903	J20,A28	St.J.	$75	(W)
Introduction to Advertising	MARK 904	J18,A26	St.J.	$70	(M)
Introduction to Retail Management	MARK 905	A29	St.J.	$70	(TH)
Consumer Behaviour	MARK 906	J18	St.J.	$70	(M)
Fundamentals of Real Estate Sales	RE 907	J19,M19,A26	St.J.	$60	(T,TH)
Introduction to Records Management — RM I	RM 900	J20	St.J.	$80	(W)
Advanced Records Management — RM II	RM 901	J20	St.J.	$80	(W)
Forms Management — RM III	RM 902	J21	St.J.	$80	(TH)
Manuals Management — RM IV	RM 903	J20	St.J.	$80	(W)
Microfilm For Your Business	MICR 900	J19	St.J.	$80	(T)
Procedural Analysis	FORM 900	J18	St.J.	$80	(M)
Forms Design	FORM 901	J20	St.J.	$80	(W)

Electronic Data Processing

Introduction to Data Processing	EDP 900	J20,A28	St.J.	$70	(W)
Cobol I	EDP 101X	J19	St.J.	$47	(T)
Cobol II	EDP 200X	A27	St.J.	$47	(T)

Insurance Courses Leading to A.I.I.C. Designation

Principals & Practice of Insurance	INS 911	J4,A5	St.J.	$70	(M)
Insurance on Property I	INS 912	J6, A7	St.J.	$41	(W)
Insurance on Property II	INS 933	J5,A6	St.J.	$41	(T)
Insurance Against Liability	INS 913	J7,A8	St.J.	$70	(TH)
Insurance On The Person	INS 934	J6,A7	St.J.	$70	(W)
Insurance Against Crime	INS 935	J5,A6	St.J.	$70	(T)
Automobile Insurance	INS 914	J5,A6	St.J.	$70	(T)
Loss Adjustment & Claim Settlement	INS 915	J6,A7	St.J.	$70	(W)
Casualty Covers	INS 943	J7,A8	St.J.	$70	(TH)
Industrial Process Hazards	INS 937	J9,A8	St.J.	$70	(TH)
Business Interruption	INS 940	J4,A5	St.J.	$70	(M)
Property Loss Adjustment	INS 941	J7,A8	St.J.	$70	(TH)
Insurance Accounts & Finance	INS 916	J6,A7	St.J.	$70	(W)
Bldg. Const./Fire Protection	INS 936	J6,A7	St.J.	$70	(W)
Bodily Injury Claims	INS 932	J7,A8	St.J.	$70	(TH)
Casualty Loss Prevention	INS 938	J5,A6	St.J.	$70	(T)
General Insurance Essentials (Pt 1)	INS 981	J7,A8	St.J.	$70	(TH)
General Insurance Essentials (Pt 2)	INS 982	J5,A6	St.J.	$50	(T)
License Qualification	INS 944	J19	St.J.	$100 + Mat $160	(T,TH)

Clerical and Secretarial Skills

Machine Transcription	OIC 505X	J18,A26	St.J.	$65	(M,W or T,TH)
Typewriting (Beginner)	TYP 901	J18,A26	St.J.	$65 + Mat $10	(M,W or T,TH)
Typing Speed Development	TYP 902	J18,A26	St.J.	$69 + Mat $11	(M to TH)
Typing II (Intermediate)	TYP 903	J18,A26	St.J.	$65 + Mat $20	(M,W or T,TH)
Typing III (Advanced)	TYP 905	J18, A26	St.J.	$65 + Mat $25	(M,W or T,TH)
Word Processing I	WORD 201X	J18,20,23, M13,A26,28, My8	St.J.	$125	(M,W,S)
Pitman Shorthand — Theo. I	SHP 900A	J19	St.J	$77	(T,TH)
Pitman Shorthand — Theo. II	SHP 900B	J19,A27	St.J	$77	(T,TH)
Pitman Shorthand — Speed Development	SHP 906	A26	St.J	$115	(M,W)
Pitman Shorthand — Speed Development	SHP 901	J19,A27	St.J.	$85	(T,TH)
Shorthand — Refresher	SH 900	J19	St.J.	$115	(T,TH)
Data Entry Operator	KP 570X	J18,A26	St.J.	$105 + Mat. $45	(M,W or T, TH or S)

Ontario Management Development Programs — 967-1212 ext 501

Ontario Business Law I	OMOP 902A	A28	St.J.	$85	(W)
Ontario Business Law II	OMOP 902B	J20	St.J.	$85	(W)
Human Resources Management	OMOP 906	J21,A29	St.J.	$75	(TH)
Effective Supervision	OMOP 907	J21,A29	St.J.	$75	(TH)
Management Functions/Supervisors	OMOP 900	J21,A28	St.J.	$75	(TH)
Work Study I	OMOP 901A	A26	St.J.	$85	(M)
Work Study II	OMOP 901B	J18	St.J.	$85	(M)
Effective Supervision — Administration	OMOP 908	J20,A28	St.J.	$75	(W)
Management Approach — Credit — Collections	OMOP 909	J19,A27	St.J.	$75	(T)
Management — Skills — Personnel	OMOP 912	J20	St.J.	$75	(W)
Purchasing	OMOP 913	J18	St.J.	$85	(M)
How to Start a Small Business	OMOP 914	J21	St.J.	$75	(TH)
Retailing — Introduction	OMOP 915	J19,A27	St.J.	$75	(T)
Credit & Collections	OMOP 916	J18,A26	St.J.	$75	(M)
Management for Results	OMOP 922	J20,A28	St.J.	$75	(W)
ABC's of Selling	OMOP 923	J19,A27	St.J.	$75	(T)
Inventory Management	OMOP 924	J19,A27	St.J.	$75	(T)
Fundamentals of Financial Management	OMOP 925	J20,A28	St.J.	$75	(W)

COMMUNITY SERVICES
Prerequisites required in some courses — Information 967-1212, ext. 363.

Child Care Worker
Diploma Program

Adolescence Role and Identity	CHI 276X	J13	N	$40	(W)
Working with Families	CHI 272X	J13	N	$40	(W)
Integration of Theory and Practice	CHI 277X	J13	N	$40	(W)
Field Practice	(1) CHI 166X			$15	
	(2) CHI 280X			$15	
Introductory Sociology	SOC 171X	J13	N	$40	(W)

Early Childhood Education
Diploma Program

Health & Well Being	ECE 101X	J14	N	$45	(TH)
Mental Health	ECE 103X	J12	N	$45	(T)
Principles of Day Care	ECE 104X	J12	N	$65	(T)
Music	ECE 117X	J14	N	$25	(TH)
Human Growth and Development	ECE 200X	J12	N	$65	(T)
Planning Management and Legislation	ECE 203X	J12	N	$65	(T)
Family Dynamics	ECE 206X	J14	N	$65	(TH)
Movement and Drama	ECE 215X	J14	N	$25	(TH)
Science Experience	ECE 216X	J14	N	$25	(TH)
Introductory Sociology	SOC 106X	J14	N	$45	(TH)
Field Practice	(1) ECE 113X			$15	
	(2) ECE 114X			$15	
	(3) ECE 212X			$15	
	(4) ECE 213X			$15	

Activity Director
Diploma Program

Field Practice I	FLDP 900			$30	
Field Work Seminar I	FLDW 900			$20	(T)
Working with the Handicapped	ACT 902	J12	N	$50	(T)
Ambulation and Exercise	ACT 903	J12	N	$50	(T)
Normalization and Remotivation	ACT 906	J14	N	$50	(TH)
Activity Planning	ACT 904	J14	N	$50	(TH)
Use of Crafts and Hobbies I	ACT 905			$15	
	Yr I	J12	N	$50	(T,TH)
	Yr II	J14	N	$50	(T,TH)
Field Practice II	FLDP 901			$30	
Field Work Seminar II	FLDW 901			$20	(TH)
Program Development and Evaluation	PDE 900	J11	N	$40	(M)
Co-ordination Skills	CS 900	J11	N	$40	(M)
Special Purpose Groups	ACT 909	J11	N	$40	(M)
Field Practice	FLDP 902			$30	
Field Work Seminar	FLDW 902	J11		$20	

Foster Parent Certificate Program

Part-time

Child Management I	FPP 901	J19	N	$30	(T)
Child Management II	FPP 902	J21	N	$30	(TH)
Evaluation of Fostering Skills	FPP 904			$15	

Health Care Aide Program

Communications	CARE 900	J4,Ma22	N	$35	(M)
Biological Needs	CARE 901	J5,Ma23	N	$35	(T)
Social and Emotional Needs	CARE 903	J6,Ma24	N	$35	(W)
Clinical 1	CARE 908	J5,7,Ma24,25	N	$75	(W,TH)
Clinical 2	CARE 909	J7,8,Ma25,26	N	$35	(TH,F)
Clinical 3	CARE 910	To be set		$20	

Educational Assistants
Diploma Program (*only)

Classroom Practice*	EA 904			$15	
Language and Listening Skills*	EA 902	J12	N	$33	(T)
Program Skills	EA 903	J12	N	$33	(T)
Life Skills Coach Training	SOC 900	J14	N	$250	(TH) (+)

ELECTRO-MECHANICAL

Welding I	WELD 900	Ma22	CL	$75 + Mat $60	(M,W)
Welding II	WELD 901	Ma22	CL	$75 + Mat $60	(M,W)
Welding III	WELD 907	Ma22	CL	$85 + Mat $80	(M,W)
Welding Pre-Certification	WELD 903	Ma23	CL	$100 + Mat $80	(T,TH)
Welding-Pipe-Uphill	WELD 906	Ma22	CL	$125 + Mat $150	(M,W)
Welding Ornamental Metalwork	WELD 909	Ma23	CL	$65 + Mat $60	(T,TH)
Welding Aluminum and Stainless Steel	WELD 910	Ma23	CL	$100 + Mat $125	(T,TH)

Non-destructive Testing

Ultrasonic Testing I	TEST 900	F4	CL	$200	(TH)
Eddy Current Testing I	TEST 901		CL		(M)
Ultrasonic Testing II	TEST 902	F4	CL	$200	(TH)
Industrial Radiography I	TEST 903	F3	CL	$250	(W)
Industrial Radiography II	TEST 904	F3	CL	$250	(W)
Liquid Penetrant & Magnetic Particle	TEST 907	F2	CL	$250	(T)

For further information ph. Mr. Betts, 967-1212 ext. 461

Electrical Apprentice Review	EL 900	F1, A12	CL	$90 + Mat $10	(M,W)
Hydro-Electric Power Commission Regulations	EL 902	F2	CL	$90 + Mat $20	(T,TH)
Electrical Construction and Maintenance I	EL 907	F1	CL	$65 + Mat .$15	(M,W)
Electrical Construction and Maintenance II	EL 908	F2	CL	$65 + Mat $15	(T,TH)
Electrical Construction and Maintenance III	EL 909	F2	CL	$65 + Mat $15	(T,TH)
Industrial Electronic Controls (Pt 2)	EL 911	F2b	CL	$77 + Mat $18	(T,TH)
Industrial Electronic Logic Static IV	EL 913	F1	CL	$65 + Mat $15	(M,W)
Electrical Pre-Exam	EL 950	F1,A12	CL	$90 + Mat $10	(M,W)
Electronic Fundamentals (Pt 1)	ELTC 900	Ma15	St.J	$60 + Mat $20 + Lab $20	(M,W)
Electronic Fundamentals (Pt 2)	ELTC 901	Ma16	St.J	$60 + Mat $20 + Lab $20	(T,TH)
Computer Systems	ELTC 906A	F4	St.J	$75 + Mat $10	(TH)
Microprocessors (Pt 1)	ELTC 917	F3	St.J.	$50 + Mat $25 Lab $150 ($125 refundable)	(W)
Microprocessors (Pt 2)	ELTC 918	F4	St.J.	$50 + Mat $10	(TH)
Cable Television Practice (Basic)	ELTC 913A	J11	St.J.	$60 + Mat $20 + Lab $20	(M)
Cable Television Practice (Advanced)	ELTC 913B	J13	St.J.	$60 + Mat $20 + Lab $20	(W)
Digital Systems Servicing Pt 1 Basic Digital Logic	ELTC 920	Ma15	St.J.	$60 + Mat $20 + Lab $20	(M,W)
Pt 2 Microprocessor Based	ELTC 921	Ma16	St.J	$60 + Mat $20 + Lab $20	(T,TH)
Microprocessors (Data Acquisition and Process)	ELTC 923	F3	St.J.	$35 + Mat $25	(W)

ENGLISH AND LIBERAL STUDIES

Pre-Upgrading	ENG 930	J5	CL	$40	(T)
English Upgrading 8	ENG 906	J5	CL	$40	(T)
English Upgrading 9	ENG 907	J5	CL	$40	(T)
English Upgrading 10	ENG 908	J5	CL	$40	(T)
English Upgrading 11	ENG 909	J25,My31	CL	$40	(M,W)
English Upgrading 12	ENG 910	J25,My31	CL	$40	(M,W)
Mathematics Upgrading 8	MATH 906	J28	CL	$40	(TH)
Mathematics Upgrading 9	MATH 907	J28	CL	$40	(TH)
Mathematics Upgrading 10	MATH 908	J28	CL	$40	(TH)
Mathematics Upgrading 11	MATH 909	J26,JU1	CL	$40	(T,TH)
Mathematics Upgrading 12	MATH 910	J28,Ju1	CL	$40	(T,TH)
Biology	BIO 900	J25,My31	CL	$40	(M,W)
Chemistry	CHEM 900	J26,My31	CL	$40	(T,TH)

Business Writing

Business Communication	ELS 903	J20	St.J.	$60	(W)
English and the Business World	ENG 201X	J26	St.J	$47	(T,TH)
Business English (Refresher)	ENG 905	J27	St.J.	$60	(W)

Creative Writing

Writing for Clarity and Impact	ELS 901	J20	St.J.	$45	(W)
Writing for Fun and Profit	ENG 919	J21	St.J.	$55	(T)
Writing for the Children's Market	ELS 800	J26	St.J.	$55	(T)
Research Techniques for Successful Writing	ELS 802	J27	St.J.	$55	(W)
Poetry Writing	ELS 902	J25	St.J.	$45	(M)
Script writing — Theatre, TV, Film, Radio	ELS 805	J11	CL	$75	(T)

Special Interest

The Mystery Novel	ELS 803	J19	CL	$40	(T)
Canadian Drama	ELS 801	J25	St.J.	$45	(M)
Astrology (Beginners)	ASTR 900	J28	CL	$70 + $20 Exam Fee	(TH)
Astrology (Intermediate)	ASTR 801	F1	CL	$70 + $20 Exam Fee	(M)
Astrology (Advanced)	ASTR 902	F4	CL	$70 + $20 Exam Fee	(TH)

Pre-Technical Program or Pre-Health Program — See the Math and Science Section

English as Second Language

Read and Write in English (Beginners)	LT 921	J25,My31	C	$75	(M,W)
Pre-Intermediate English	LT 813	J25,My31	C	$75	(M,W or T,TH)
Intermediate English	LT 812	J25,My31	C	$75	(M,W or T,TH)
Advanced English	LT 803	J25,My31	C	$75	(M,W or T,TH)
Adv. Conversational English — New Canadians	LT 818	J25,My31	C	$65	(M,W)
Writing for Advanced Students	LT 818	J25,My31	C	$45	(M)
Language Test Preparation	LT 916	J25,My17	C	$75	(M,W)
English Pronounciation Pt 1	LT 917	J26,Ju1	C	$40	(T)
English Pronounciation Pt 2	LT 919	J26,Ju1	C	$40	(T)
English for Science and Technology	LT 922	J26,Ju1	C	$75	(T,TH)

Language Teaching

Teaching English — Second Language — Adults	LT 912	Sept/92	C	$175	(M,W)

French

French for Lunch	LT 821	J18,A5	St.J.	$30	(M,W or T,F)
Speaking French (Basic)	LT 805	J27,My5	St.J.	$50	(W)
Speaking French (Basic)	LT 804A	J26,My18	C	$75	(T,TH)
Speaking French (Intermediate)	LT 804B	J26,My18	C	$75	(T,TH)
Speaking French (Advanced)	LT 804C	J26,My18	C	$75	(T,TH)

Italian

Italian Language and Heritage (Basic)	LT 806A	J25,My31	C	$75	(M,W)
Italian Language and Heritage (Intermediate)	LT 806B	J25,My31	C	$75	(M,W)
Italian Language and Heritage (Advanced)	LT 806C	J25,My31	C	$75	(M,W)

Spanish

Spanish Language and Heritage (Basic)	LT 808A	J25,My31	C	$75	(M,W)
Spanish Language and Heritage (Intermediate)	LT 808B	J25,My31	C	$75	(M,W)
Spanish Language and Heritage (Advanced)	LT 808C	J25,My31	C	$75	(M,W)

Arabic

Standard Arabic for Beginners	LT 918	J25,My31	C	$75	(M,W)

FASHION TECHNOLOGY
CREATIVE FASHION DESIGN
APPAREL MANAGEMENT

Apparel Construction — Dressmaking

1. Elementary	DRES 141X	J18,19	K	$65 + Equip.$15	(M,W or T,TH)
2. Intermediate	DRES 145X	J18	K	$35 + Equip.$15	(M)
3. Advanced	DRES 151X	J18	K	$65 + Equip.$15	(M,W)

Apparel Pattern Drafting

1. Elementary	PAT 141X	J18,19	K	$65 + Equip.$15	(M,W or T,TH)
2. Intermediate	PAT 143X	J19	K	$35	(T)
3. Advanced	PAT 151X	J18 or 19	K	$35 + Equip.$15	(M or T)
Tailoring (Ladies)	DRES 146X	J19	K	$65 + Equip.$15	(T,TH)

Fashion Illustration

1. Elementary	PAT 144X	J20	K	$35	(W)
2. Intermediate	PAT 154X	J18	K	$35	(M)
For Manufacturing Techniques (Elementary)	FUR 544X	M's	K	$89	(M,T,W,F)
Leather Manufacturing Techniques	LTH 544A	T's	K	$45 + Equip.$10	
Serger Machine	SEW 542X	M's	K	$35 + Equip.$15	(M to F)
Blind Stitch Machine	SEW 543X	M's	K	$35 + Equip.$15	(M to F)
Button-Hole and Button Sewer Machine	SEW 544X	M's	K	$35 + Equip.$15	(M to F)
Window and Retail Display	DISP 900	J18	K	$85 + Equip.$10	(M,W)

Furniture and Furnishings

Furniture Finishing	FURN 103X	J18	K	$65 + Equip.$15	(M,W)
Furniture Upholstery I	FURN 104X	J18	K	$65 + Equip.$15	(M,W)

Watchmaking/Jewellery

Jewellery (Refresher — Intro)	JWL 160D	Ma17	CL	$35 + Equip.$15	(W)
Jewellery Beginners (Casting — Refresher)	JWL 160E	Ma16	CL	$35 + Equip.$15	(T)
Jewellery (Refresher Intermediate)	JWL 160F	Ma17	CL	$35 + Equip.$15	(W)
Gem Setting (Refresher)	JWL 162D	Ma16	CL	$35 + Equip.$20	(T)

Jewellery Making

Refresher — Silversmithing	JWL 1640	Ma16	CL	$45 + Equip.$15	(T)
Refresher — Enamelling	ENA 170D	Ma15	CL	$35 + Equip.$15	(M)
Advanced Refresher	JWL 260C	Ma16	CL	$35 + Equip.$15	(T)
Lapidary — Refresher	JWL 904	Ma17	CL	$35 + Equip.$15	(W)
Jewellery Design (Refresher)	DES 169D	Ma16	CL	$35 + Equip.$15	(T)
Basic Clock Repairing	WACH 903	F9	St.J	$35 + Equip.$20	(T)
Quartz Watch Servicing	WACH 906	J18	St.J	$50 + Equip.$20	(M)

Ceramics

Basic Ceramics	CER 900	J23,A10	CL	$35 + Mat $25	(Sat)
Ceramics 1	CER 101X	J18	CL	$65 + Mat.$25	(M,W)
Ceramics 2	CER 151X	A5	CL	$65 + Mat $25	(M,W)
Ceramics 3	CER 201X	J19	CL	$65 + Mat $25	(T,TH)
Ceramics 4	CER 251X	A6	CL	$65 + Mat $25	(T,TH)

Hairdressing and Grooming

Ladies' Advanced Hairdressing	HAIR 900	J18	K	$125 + Equip.$25	(M,W)
Hairdressing for Barbers	HAIR 901	J19	K	$85 + Equip.$35	(T,TH)
Barbering for Hairdressers	BARB 902	J18	K	$65 + Equip.$20	(M,W)

Knitting by Machine

Basic	CFT 900	J19	K	$45 + Equip.$15	(T)
Intermediate	CFT 901	J18	K	$45 + Equip.$15	(M)
Advanced	CFT 902	J20	K	$45 + Equip.$15	(W)

Grading Techniques for Apparel Industry

Elementary	CFT 903	J18 or 19	K	$45	(M or T)

GENERAL INTEREST

Automotive

Buying a Used Car	CE 866	F1	St.J.	$35	(M)
Know Your Car Pt 1	CAR 800	F2	C	$35	(T)
Know Your Car Pt 2	CAR 801	F25	C	$35	(TH)

Driver Instructor Education Course — for information phone 362-2471

Business

Job Search Strategies	CE 842	F10	St.J.	$45	(W)
How to Select Live-in Help	CE 873	F1,10	St.J.	$35	(M or W)
How to Deal with Conflict	CE 822	F4	St.J.	$35	(TH)
A Layman's Guide to Income Tax Planning	CE 810	J26	CL	$35	(T)
Investment Strategies	CE 862	J26	St.J.	$60	(T)
Developing an Effective Newsletter	CE 844	F3	St.J.	$45	(W)
Disc Jockey	CE 803	J27	C	$60	(W)
The Music Industry in Perspective Pt 1	CE 874	F1	St.J.	$125	(M)
The Music Industry in Perspective Pt 2	CE 875	M29	St.J.	$125	(M)
Public Relations for the Layman	CE 863	F9	St.J.	$35	(T)

Legal Awareness

Landlord and Tenant Law	CE 856	F16	St.J.	$40	(W)
Marriage, Separation and Divorce	CE 833	J11	St.J.	$35	(M)
Motor Vehicle Court	CE 832	F3	St.J.	$35	(W)

Pastimes

The Art of Mime	CE 838	F1	St.J.	$40	(M)
Introduction to Handwriting Analysis	CE 835	F10	CL	$40	(W)
Coin Collecting	CE 845	F10	CL	$50 + Mat.$5	(W)
Pleasure and Profit in Philately	CE 837	J25	St.J.	$50	(M)
How to Buy Antiques	CE 817	F4	CL	$35	(TH)
How to Travel Europe First Class	CE 840	F16	St.J.	$35	(T)
War Games	CE 839	F4	St.J.	$45	(TH)
Old Time Radio	CE 860	J25	St.J.	$45 + Mat.$10	(M)
How to Buy Stereo Equipment	CE 878	F24	St.J.	$35	(W)
Outdoor Gardening	CE 877	F18	CL	$35	(TH)
Herbs and Herbal Remedies	CE 865	F3,4	CL	$45 + Mat.$10	(W or TH)

Lifestyles

Living Single Again/Starting Over	CE 846	F2	CL	$35	(TH)
Parenting Alone	CE 855	J19	CL	$50	(T)
The Second Marriage Family	CE 834	Ma4	CL	$50/pers couples only	(TH)
You and Your Pre-Teen or Teen	CE 878	J27	CL	$50	(W)
Living with Dying Pt 1	SOC 901	J25	St.J	$40	(M)

Sailing

Coastal Navigation for the Yachtsman	CE 816	J25	CL	$60	(M)
Celestial Navigation for the Yachtsman	CE 801	F1	CL	$60	(M)

Self Improvement

Effective Speaking	CE 848	F2	K	$55	(T)
Gain Confidence/Overcome Shyness	CE 876	Ma4	K	$35	(TH)
Assertiveness Training	CE 824	J25	CL	$45	(M)
How to Make-up Your Face	CE 868	F1	St.J.	$30	(M)
Feeling Fabulous	CE 836	F16	St.J.	$55 + Mat.$3	(T)
How to Be a Perfect Host/Hostess	CE 843	F15	St.J	$35	(M)
Why Do You Smoke	CE 854	J26	CL	$35	(T)
How to Break the Age Barrier	CE 871	F23	St.J.	$35	(T)
How to Cope with Stress	CE 821	F16	CL	$35	(T)
How to Overcome Obstacles to Re-education	CE 872	J26	St.J.	$35	(T)
Overcoming Fear of Math	CE 808	J26	CL	$35	(T)

Toronto — What's Happening

Toronto's Past and Present	CE 853	Me11	St.J.	$35	(TH)
Toronto's Other Theatres	CE 847	J25	St.J.	$65 + Mat.$3	(M)
How Toronto Grew	CE 852	F11	St.J.	$30	(TH)
Artists' Loft Tour	CE 850	F20,Ma13	St.J.	$18	(Sat)

You and Your Home

Real Estate Investment for Beginners	RE 803	F1	St.J.	$35 + Mat $5	(M)
Buying Your First Home	RE 801	F9	St.J.	$30 + Mat.$5	(T)
Condominiums — An Alternative Lifestyle	CE 869	F20,M20	St.J.	$18 + Mat.$3	(Sat)
How to Sell Your Own Home	RE 800	J25+26 Ma6,A3	St.J.	$18 + Mat.$3	(M,T or S)
Renovating an Old Toronto House	CE 826	F3	St.J.	$30 + Mat.$3	(W)
Design Your Own Kitchen	CE 861	J20	St.J.	$55 + Mat.$15	(W)

Leisure Activities

Scuba Diving (Humberside Collegiate)	AUS 800	J13,A7		$65 + Mat.$35	(W)
General Fitness	FIT 800	J18	CL	$46	(M,TH)
Yoga	YOGA 800	J13,A7	CL	$42	(W)
Tennis (Beginners)	TENN 800	J15,Ma12 My7	K	$30	(F)
Tennis (Intermediate)	TENN 802	J12,Ma10 My5	K	$30	(W)
Tennis (Advanced)	TENN 804	J15,Ma12 My7	K	$30	(F)

GRAPHIC DESIGN

Credit and Certificate Programs

Drawing Research (Pt 2)	DRAW 120X	J19	St.J.	$55	(M)
Life Drawing (Pt 2)	LIFE 121X	J19	St.J.	$55	(T)
Lettering	LETT 122X	J20	St.J.	$55	(W)
Design (Pt 2)	DES 123X	J21	St.J.	$55	(TH)
Graphic Reproduction Studies	PRNT 125X	J18	St.J.	$55	(M)
Mechanicals	MECH 126X	J19	St.J.	$55	(T)
Illustration (Pt 2)	ILLS 128X	J19	St.J.	$55	(T)
Marker Rendering Techniques	MRK 131X	J18	St.J.	$55	(M)

Certificate Courses

Airbrush Techniques	AIRB 901	J19	St.J.	$55	(T)
Photo Retouching	RETO 902	J20	St.J.	$55	(W)
Cartooning	CART 808	J20	St.J.	$65	(W)
Advertising Design (Basic)	ADES 900	J20	St.J.	$55 + Mat.$25	(W)
Advertising Design (Advanced)	ADES 902	J18	St.J.	$55 + Mat $25	(M)

Screen Printing

Silk Screen (Basic)	SP 901	J19	St.J.	$55 + Mat.$25	(T)
Silk Screen (Advanced)	SP 903	J18	St.J.	$55 + Mat $25	(M)

Signwriting and Show Card Writing

Signwriting	SIGN 900	J19	St.J.	$55 + Mat $25	(T)
Show Card Lettering	SIGN 901	J19	St.J.	$55 + Mat $25	(T)

General Interest Courses

Interior Design and Decoration	DES 801	J19	St.J.	$65	(T)
Watercolour Painting	WATR 807	J20	St.J.	$65	(W)
Woodcarving (Basic)	WOOD 809	J20	CL	$50	(W)

Visual Communications & Photography

Basic Audio-Production Techniques	ADIO 923	A5	St.J.	$106	(M,W)
Audio-Production Techniques	ADIO 928	J4	St.J.	$230	(M,W)
Basic Cinematography	CINE 922	Ma20	St.J.	$105	(T,TH)
Cinematography	CINE 925	A6	St.J.	$155	(T,TH)
Introduction to Photography	PHOT 904	J6,J7,Ma30,31	CL	$50 + Mat.$20	(T or W)
Computer Typesetting	COMP 200X	J5	St.J	$65 + Mat $45	(T,W)
Advanced Computer Typesetting	COMP 300X	Ma2	St.J.	$65 + Mat.$45	(T,W)
Paper and Film Assembly (Paste-up)	COMP 110X	J5,Ma2	St.J.	$65 + Mat $45	(T,W)
Typesetting Mark-up	COMP 320X	Ma2	St.J.	$35 + Mat.$30	(T,W)
Photomechanical Reproduction	CAM 100X	J18,Ma23	St.J.	$65 + Mat$50	(T,TH)
Photomechanical Reproduction	CAM 200X	J18	St.J.	$65 + Mat.$50	(M,W)
Photomechanical Reproduction	CAM 300X	Ma22	St.J	$65 + Mat.$50	(M,W)
Photomechanical Reproduction — Scanner	CAM 330X	J19	St.J.	$65 + Mat.$50	(T,TH)
Film Imposition/Printing Surface Prep.	PSP 100X	J19,Ma23	St.J.	$65 + Mat.$50	(T,TH)
Film Imp./Prnt. Surface Prep.	PSP 200X	J18	St.J.	$65 + Mat.$50	(M,W)
Film Imp./Print. Surface Prep.	PSP 300X	Ma22	St.J.	$75 + Mat.$45	(M,W)
Machine Printing Rotogravure	ROTO 200X	J18	St.J.	$60 + Mat.$50	(M)
Machine Printing Rotogravure	ROTO 300X	J12	St.J.	$65 + Mat.$50	(T)
Machine Printing — Offset	LITH 100X	J12,14,18	St.J.	$65 + Mat.$50	(M,T or TH)
Machine Printing — Offset	LITH 105X	J13	St.J.	$65 + Mat.$50	(W)
Machine Printing — Offset	LITH 110X	J12,13	St.J.	$65 + Mat.$50	(T or W)
Machine Printing — Offset	LITH 210X	J14	St.J.	$65 + Mat.$50	(TH)
Machine Printing — Offset	LITH 220X	J12	St.J.	$65 + Mat.$50	(T)
Machine Printing — Web Offset	LITH 230X	J13,18	St.J.	$65 + Mat.$50	(M,W)
Machine Printing — Web Offset	LITH 330X	J12	St.J.	$65 + Mat $80	(T)
Binding and Finishing	BIND 125A-B BIND 225A-B BIND 325A-B		St.J.	$65	

Course inquiries and registration for Bindery, please phone 967-1212 ext. 737.

HEALTH SCIENCES

Roundhouse	DENT 906	Ma9	CL	$110 + Mat.$20	(T,TH)
X-Ray Techniques	DENT 907	J12	CL	$125 + Mat.$1,75	(T,TH) Sun
Standard First Aid	FIT 801	J30+31	CL	$25 + Mat.$1,75	(Sat + Sun)

Cardiopulmonary Resuscitation

Basic Rescuer	CPR 902	J5,7,12,F2,4,9 Ma2,4,9,My4,6	N,CL	$35	(T,TH)
Basic Rescuer (Recertification)	CPR 903	My11,Ju1,3,8 J11,13,F1,3, Ma1,3,A5,7 My3,5,Ju7,9	CL	$15 + Mat.$5	(M,W)
Instructor	CPR 900	Me27+28	CL	$55 + Mat.$15	(Sat + Sun)

Nursing

(Collaborative Community College Program for Occupational Health Nurses — RN's working in the field.)

Occupational Hygiene & Health Surveillance	NURS 917	J5	N	$50	(T)

Child and Family Mental Health Nursing

Psychotherapeutic Approaches with the Child & Family	PSY 401	J6	N	$41	(W)
Legal/Moral/Ethical Considerations	HUMN 400	A1	N	$41	(TH)

Critical Care Nursing

NU 400	F17	N	$130	(W)
Theory and Labs — General	CCN 400				
Pathotherapeutics	CCN 401				
Communications: Group Process & Value Systems	HUMN 402				

For further information call: 967-1212, ext. 701

Neonatal Intensive Care Nursing

High Risk Pregnancy	NEO 402 NEO 403	Me8	N	$125	(M to Fr)
Neonatal Physiology	NEO 404 NEO 405	A5	N	$85	(M to Fr)
Low Birth Weight Infant	NEO 406 NEO 407	A19	N	$95	(M to Fr)
Neonatal Problems	NEO 408 NEO 409	My10	N	$85	(M to Fr)
Neonatal Respiratory Conditions	NEO 410 NEO 411	My25	N	$125	(M to Fr)

Operating Room Nursing

Organization and Management	ORN 402	Me22	N$65	(M,TH)	

R.N. Psychiatric Nursing — Prerequisite Current Ont. Cert. of Competence)

Nursing Theory	PSYC 400	Ma22	N	$45	(M)

Non-Credit Courses

End Stage Renal Disease (CARE)	NURS 900	J21	N	$80	(TH)
RNA: Administration of Medication	NURS 913	Me22	N	$40	(M)
Understanding the Electrocardiogram	NURS 921	J28,A15	N	$40	(TH)
Assertiveness for Nurses/N Assistants	NURS 925	F17,20,24 or Ma10,13,17	St.J.	$35	(W,S,W

Advanced Physiology

Renal Physiology	NURS 903	J18	N	$40	(M)
Blood and Immunity	NURS 904	Me2	N	$30	(T)
Advanced Physiology, Endocrine System	NURS 919	A6	N	$40	(T)
The Cardiovascular System	NURS 924	J19	N	$30	(T)

Updates in Psychiatric Nursing

Management of Aggressive Hostile Behaviour	NURS 910	J20	N	$35	(W)
The Difficult Patient (Borderline)	NURS 912	Ma24	N	$35	(W)
The Affective Disorders	NURS 916	A28	N	$35	(W)
The Therapist Role	NURS 920	F24	N	$35	(W)

HOSPITALITY

Certificate in Haute Cuisine

(Applies to first five courses only)

Small Duantity Food (Basic)	FP 730X	F1	K	$85 + Mat.$55	(M,T or W)
Baking (Basic)	BK 610	J18	K	$45 + Mat.$30	(M)
Small Duantity Food (Advanced)	FP 731X	F4	K	$85 + Mat $70	(TH)
Baking (Advanced)	BK 634X	J13	K	$45 + Mat.$35	(W)
Appreciation of Wines, etc	F 807	J12,A6	K	$45 + Mat $55	(T)
Chinese Cuisine	F 810	J19	K	$50 + Mat.$25	(T)
Advanced Wine Appreciation	F 811	J20,A7	K	$50 + Mat.$105	(W)
Junior Gourmet Cooking	F 815	A10	K	$45 + Mat.$30	(Sat)
Junior Gourmet Cooking Advanced	F 819	J9	K	$45 + Mat $30	(Sat)
Mixology (Cocktail Bartending)	BAR 503X	J11,A5	K	$45 + Mat.$30	(M)
Meat and Poultry (How to Buy)	F 837	J13	K	$50 + Mat $10	(W)
Patissier	PATI 900	J26	K	$235 + Mat.$115	(T)
Meat Cutting for Home	F 817	J18	K	$45 + Mat $120	(M)
Sensory Evaluation	F 832	A7	K	$50	(W)
Jr. Gourmet Baking	F 833	J16	K	$45 + Mat $15	(Sat)
Outdoor Cooking for Campers	F 834	Ja26	K	$45 + Mat $15	(Sat)
Vegetarian Cooking	F 835	J19	K	$50 + Mat.$15	(T + TH)
Assist Summer Camp Cook I	FP 903	A24	K	$15	(Sat)
Assist Summer Camp Cook II	FP 904	A24	K	$15	(Sat)
Cook's Assistant	FP 905	A26	K	$15	(M to Fr)
Cook's Assistant	FP 906	A26	K	$15	(M to Fr)
Assistant Summer Camp Baker I	FP 907	A24	K	$15	(Sat)
Assistant Summer Camp Baker II	FP 908	A24	K	$15	(Sat)
Food Service Facilities	FSF 900	J18	K	$70	(M)

Certificate & Business Management Studies — Hospitality/Tourism — 967-1212 ext. 621

Purchasing for Hospitality	ACC 108X	J21	K	$36	(TH)
Food & Beverage Cost Control	ACC 210X	J18	K	$35	(M)
Front Office Operation	HIND 22X	J21	K	$35	(TH)
Business Law	OMDP 818	J21	K	$80	(TH)
Financial Management for Hospitality	OMDP 819	J20	K	$80	(W)
Effective Supervision in Hospitality	OMDP 820	J19	K	$80	(T)
Marketing for Hospitality	OMDP 821	J20	K	$80	(W)
Seminars & Safety	SAN 110X	J20	K	$35	(W)
Saturday Morning at the Market	F 830	J8,23,F13,27 Ma13,27,A10,24	K	$15	(Sat)
Dining Out: A Guided Tour	F 831	J12,F16,Ma22	K	$40	(T)

INDUSTRIAL TRAINING

An Introduction to Real Estate

Segment 1	RE 900A	Days, every week Evenings every 5 wks	A A	$65 $65	(M to Fr) (M,W or T,TH)
Segment 2	RE 900B	Days, every second week Evenings every 10 wks	A A	$110 $110	(M to Fr) (M,W or T,TH)
Segment 3	RE 900C	Days, every second week Evenings every 10 wks	A A	$130 $130	(M to Fr) (M,W or T,TH)
Principles of Mortgage Financing	RE 902	Days, every 8 weeks Evenings every 10 wks	A A	$115 $115	(M to Fr) (T to Fr)
Principles of Appraisal	RE 903	Days, every 8 weeks Evenings every 10 wks	A A	$115 $115	(M to Fr) (M,W)
Commercial Real Estate	RE 904	Days, every 8 weeks Evenings every 10 wks	A A	$115 $115	(M to Fr) (T,TH)
Real Property Law	RE 905	Days, every 8 weeks Evenings every 10 wks	A A	$115 $115	(M to Fr) (M,W)

Driver Training

Transport Driving	TRANS 900	J16	St.J.	$280	(Sat)
Driver Training	TRANS 901	J16	St.J.	$280	(Sat)
Transport Driver Trainer	TRANS 903		St.J.	$115	

For information regarding Truck Driving start dates phone 967-1212 ext. 283

MATHEMATICS AND SCIENCE

Mathematics I	MATH 100X	J26,A27	CL	$65	(T-winter T&TH-spring)
Mathematics II	MATH 200X	J26,A27	CL	$65	(T-winter T&TH-spring)
Mathematics	MATH 530X	J26	CL	$65	(T)
Trade Math I	MATH 610X	J26	CL	$50	(T)
Trade Math II	MATH 630X	J26	CL	$50	(T)
Math for Nursing	MATH 955	F22	CL	$60	(M)

Computer

Intro — Microcomputer Programming	PRGM 925	J27,A28	CL	$65	(W)
Intro — Microcomputer for Juniors	PRGM 926	J30	CL	$65	(Sat)
Microcomputer Prog. Techniques	PRGM 935	J25,A26	CL	$65	(M)
Advanced Micro — Techniques	PRGM 955	J26	CL	$65	(T)

Physical Science

Mechanics I	MECH 100X	J26	CL	$65	(M

Health Science

Pre-Nursing Biology	BIO 910	F23	CL	$45	(W)
Pre-Nursing Chemistry	CHEM 910	F23	CL	$45	(W)
Medical Terminology	ANAT 100X	J18	CL	$35	(T)
Pre-Health Science		J4,Me1	St.J.	$220 + Mat.$10	(M to Fr)

Pre-Health Science Program – (Monday to Friday) PM 700

Pre-Health English	ENG 700	St.J.	$45	
Mathematics for Health Sciences	MATH 700	St.J.	$40	
Physics for Health	PHY 700	St.J.	$30	
Chemistry for Health Sciences	CHEM 700	St.J.	$25	
Introductory Biology	BIO 700	St.J.	$40	
Introduction to Social Sciences	SOC 700	St.J.	$30	
Human Relations	HR 700	St.J.	$15	

Coatings Technology

Paint Flow and Pigment Dispersion	COAT 908	F2	St.J.	$60	(T)
Coatings Laboratory	COAT 907	F3	St.J.	$85	(W)
Pre-Technology Courses			CL	$385	(M to F)

For further information call 967-1212 ext. 426

THEATRE AND DANCE

Three levels of acting are offered in the Spring term commencing February 1, 1982.
For further information call 967-1212, ext. 334.

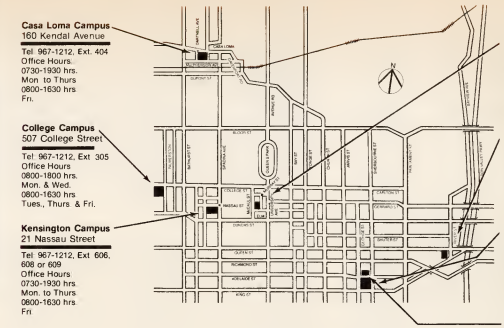
The School of Dance offers classes in:

Ballet – Age 7 and up
Pre-professional and Non-professional
Jazz – Non Professional

For further information call 363-8945

George Brown College offers a complete Vocational Testing Service
For further information call 967-1212, ext. 491, 492.

Campus Map



Casa Loma Campus
160 Kendal Avenue

Tel: 967-1212, Ext. 404
Office Hours:
0730-1930 hrs.
Mon. to Thurs.
0800-1630 hrs.
Fri.

College Campus
507 College Street

Tel: 967-1212, Ext. 305
Office Hours
0800-1800 hrs.
Mon. & Wed.
0800-1630 hrs.
Tues., Thurs. & Fri.

Kensington Campus
21 Nassau Street

Tel: 967-1212, Ext. 606, 608 or 609
Office Hours
0730-1930 hrs.
Mon. to Thurs.
0800-1630 hrs.
Fri.

Nightingale Campus
2 Murray Street

Tel: 967-1212, Ext. 701
Office Hours
0830-1615 hrs.
Mon., Wed. & Fri.
0830-1830 hrs.
Tues. & Thurs.

The George Brown Theatre
530 King Street East

Tel: 967-1212, Ext. 334
Office Hours:
0830-1600 hrs.
Mon. to Fri.

St. James Campus
200 King Street East

Tel: 967-1212, Ext. 549 or 510
Office Hours:
0800-1930 hrs.
Mon. to Thurs.
0800-1630 hrs.
Fri.

Adelaide Campus
258 Adelaide St. East

Tel: 967-1212 Ext. 595
Office Hours:
0800-1630 hrs.
Mon. to Fri.

Registration

George Brown makes it easy for you to register by offering two methods of registration. Choose the method most convenient to you, and register as soon as possible because course enrollment is limited and our policy is to accept registrations on a "first come first served" basis.

Mail-In

Save time by using the attached mail-in registration-application form. Complete the form with your personal information (we keep it confidential) and the course information as shown. Be sure to include full payment for tuition and materials fees by cash, money order or cheque.
Registrations will not be accepted without full payment.
Mail the completed registration-application and payment to:

The George Brown College of Applied Arts
& Technology
P.O. Box 1015, Station 'B'
Toronto, Ontario
M5T 2T9

Note: The name of the campus where the course will be held must appear on both the registration form and your envelope. Mail-in registrations must be received at least two weeks before the course begins.

Walk-in

Are you right around the corner from the campus where your course will be conducted? Then personal registration could be the most convenient for you. Simply select your course(s) and go to the campus location(s) where it/they will be held. Be sure you have your social insurance number with you. Each campus has its **own registration hours** as indicated on the map. Full payment by cash, money order, cheque or VISA/Chargex will be accepted. The college will not invoice third parties or defer payment of fees for students who are receiving financial aid or tuition reimbursement, or for any other reason. Payment is due in full at the time of registration.

Confirmation of Registration

Walk-in registrants will receive confirmation of registration at the time of registration and fee payment.

Mail-in registrants will not receive notification of acceptance but should proceed to the campus location where the course is to be held on the start date indicated. If your mail-in registration-application **cannot** be accepted, you will be notified by mail or telephone.

Room Location

All registered students will find the room locations of their course(s) posted in the main lobby of the campus where the course(s) is to be held on the first scheduled class night. For assistance in locating the room please go to the Campus Admissions or Campus Manager's Office.

How to Reach Us

967-1212

Every department at George Brown is connected to this one number. Call us and ask for the department or service you need.

General Information

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.

Course cancellation will take place only if registration/enrolment falls below the required minimum. Every effort will be made to notify students by phone at the number(s) provided on the registration-application form.

A full refund including the $5.00 registration fee, will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Fees

Fees must be paid in full at the time of registration. Payment may be in the form of cash, cheque or money order made payable to: George Brown College. Walk-in registrants have the additional option of VISA/Chargex payment. Post-dated cheques cannot be accepted.

Parking

All the George Brown Campus locations are in the heart of downtown Toronto and parking at or nearby each campus may be difficult. The Toronto Transit System provides excellent service to each campus and we encourage you to take TTC instead of driving. Call TTC information for the most direct route from your home or office to any of our campuses.

Transfers

Course transfer or change requests will be accepted only if made before the third scheduled class date and if space is available. Requests for transfer or change must be made in person or in writing and must be accompanied by the registration receipt "pink slip".

Transfers will be considered as a withdrawal from the first course and a registration in the second. The $5.00 registration fee from the first course is forfeited and full fees will apply to the second course chosen.

Withdrawal and Refund Policy

Requests for refund or course withdrawal must be made in person or in writing at the Campus Admissions Office before the third scheduled class date. You must present your registration receipt "pink slip" before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for the $5.00 registration fee and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether the student has attended classes. Where a materials fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques. Refunds will be made only by College cheque.

REGISTRATION APPLICATION

GEORGE BROWN COLLEGE PART-TIME COURSES

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS**

SOCIAL INSURANCE NUMBER

DAY MONTH YEAR — BIRTH DATE

USE AN X: MR | MRS | MISS | MS

NATIONAL STATUS: CDN | LAND IMIG | STUDENT VISA

SURNAME (LAST NAME)

GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET)

APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown
The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $. + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE

DATE

10/0181